

# Basic Invoice Form

This **basic invoice form** sample provides a clear and concise layout for billing clients, including essential payment terms to ensure timely transactions. It is designed to simplify the invoicing process while maintaining professionalism. Easily customizable to fit various business needs and industries.

**From:**  
Your Company Name  
Address Line 1  
City, State ZIP  
Email: info@yourcompany.com  
Phone: (123) 456-7890

**Invoice #:** 0001  
**Date:** 2024-06-11  
**Due Date:** 2024-06-25

**Bill To:**  
Client Name  
Client Company  
Address Line 1  
City, State ZIP

| Description       | Quantity | Unit Price | Total    |
|-------------------|----------|------------|----------|
| Service/Product 1 | 2        | \$100.00   | \$200.00 |
| Service/Product 2 | 1        | \$150.00   | \$150.00 |
| Subtotal          |          |            | \$350.00 |
| Tax (10%)         |          |            | \$35.00  |
| Total             |          |            | \$385.00 |

**Payment Terms**

- Payment due within **14 days** from the invoice date.
- Accepted payment methods: Bank Transfer, Check, Credit Card.
- Late payment may be subject to a **2% monthly late fee**.
- Please include the invoice number on your payment.

**Authorized Signature:** \_\_\_\_\_

Date: \_\_\_\_\_