

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: _____