

Invoice

Your Company Name

Address Line 1
Address Line 2
City, State ZIP
Phone: (123) 456-7890
Email: you@example.com

Invoice #: 001
Date: 2024-06-15

Bill To:

Client Name
Client Address Line 1
Client Address Line 2
City, State ZIP

Due Date: 2024-07-15

Description	Quantity	Unit Price	Total
Service/Product 1	2	\$50.00	\$100.00
Service/Product 2	1	\$75.00	\$75.00

Subtotal: \$175.00
Tax (10%): \$17.50
Total: **\$192.50**

Notes:
Thank you for your business. Payment is due within 30 days.

Printable simple invoice template in Word
Create and customize a **printable simple invoice template** in Word to streamline your billing process. This user-friendly template ensures professional and clear invoicing with minimal effort. Perfect for freelancers and small business owners needing quick, accurate documentation.