

# Sales Invoice

This **sales invoice template** offers a comprehensive layout designed for product sales, ensuring clear itemization and accurate billing. It streamlines the invoice process with sections for quantities, prices, and totals, enhancing transaction efficiency. Ideal for businesses aiming to maintain professional and organized sales records.

From:	To:
Your Company Name	Customer Name
Address Line 1	Address Line 1
Address Line 2	Address Line 2
City, State ZIP	City, State ZIP
Phone: (555) 555-5555	Phone: (555) 555-1234
Email: company@email.com	Email: customer@email.com

Invoice #: INV-00123	Date: 2024-06-12
Payment Terms: Due upon receipt	Due Date: 2024-06-19

## Itemized Sales

Product Description	Quantity	Unit Price	Total
Product A	2	\$50.00	\$100.00
Product B	1	\$80.00	\$80.00
Product C	5	\$20.00	\$100.00
Subtotal			\$280.00
Tax (10%)			\$28.00
Total Due			\$308.00

## Notes:

Thank you for your business! Please make payment by the due date. For questions about this invoice, contact [billing@company.com](mailto:billing@company.com).