

Blank Simple Invoice Template (Word File)

This **blank simple invoice template** Word file offers a clean and professional format, perfect for billing clients effortlessly. Easily customizable, it allows you to add your business details and client information for quick invoice creation. Enhance your payment process with this straightforward and user-friendly template.

Invoice Template Preview

INVOICE			
Your Business Name Your Address City, State, ZIP Phone: (xxx) xxx-xxxx Email: your@email.com		Bill To: <i>Client Name</i> Client Address City, State, ZIP	
Invoice #: _____		Date: __ / __ / ____	
Description	Qty	Unit Price	Amount
Subtotal			_____
Tax (%)			_____
Total			_____
Payment Terms: Payment due within 30 days. Notes: Thank you for your business!			

[Download Word Invoice Template](#)