

# 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																											
<b>Your Business Name</b> Your Address City, State, ZIP Phone: (xxx) xxx-xxxx Email: your@email.com		<b>Bill To:</b> <i>Client Name</i> Client Address City, State, ZIP																									
Invoice #: _____		Date: __ / __ / ____																									
<table border="1"><thead><tr><th>Description</th><th>Qty</th><th>Unit Price</th><th>Amount</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="3">Subtotal</td><td>_____</td></tr><tr><td colspan="3">Tax (%)</td><td>_____</td></tr><tr><td colspan="3">Total</td><td>_____</td></tr></tbody></table>				Description	Qty	Unit Price	Amount									Subtotal			_____	Tax (%)			_____	Total			_____
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Subtotal			_____																								
Tax (%)			_____																								
Total			_____																								
<b>Payment Terms:</b> Payment due within 30 days. <b>Notes:</b> Thank you for your business!																											

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