

Itemized Invoice Form Sample

Use this **itemized invoice form sample** to simplify small business accounting by clearly detailing each product or service provided. It enhances accuracy in billing and improves record-keeping for tax and financial management. This template is essential for maintaining transparent and professional transactions.

Business Name: [Your Company Name] [Street Address] [City, State ZIP] [Phone] [Email]	Invoice #: [XXXX] Date: [MM/DD/YYYY] Due Date: [MM/DD/YYYY]
Billed To: [Customer Name] [Customer Address] [City, State ZIP]	Payment Terms: [e.g. Net 30]

Description	Quantity	Unit Price	Line Total
Service/Product One	2	\$100.00	\$200.00
Service/Product Two	3	\$50.00	\$150.00
Service/Product Three	1	\$75.00	\$75.00
Subtotal			\$425.00
Tax (8%)			\$34.00
Total			\$459.00

Notes: Thank you for your business! Please make payment by the due date. Contact us at [Phone/Email] if you have any questions regarding this invoice.