

Basic Business Invoice

This **basic business invoice form** sample is designed for easy and efficient product sales transactions. It includes essential sections for item details, quantities, prices, and total amounts to ensure clear communication with customers. Use this template to streamline your billing process and maintain accurate sales records.

Seller Information

Business Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____

Customer Information

Customer Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____

Item Description	Quantity	Unit Price	Total
Product 1	____	\$____	\$____
Product 2	____	\$____	\$____

Subtotal: \$____
Tax (%): \$____
Total: \$____

Notes:

Invoice Date: _____
Invoice Number: _____