

# 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:** \_\_\_\_\_