

Reusable Invoice Template

Invoice Template

****Business Name:**** [Your Business Name]

****Business Address:**** [Your Address]

****Email:**** [Your Email]

****Phone:**** [Your Phone]

****Website:**** [Your Website]

****Invoice #:**** [0001]

****Invoice Date:**** [MM/DD/YYYY]

****Due Date:**** [MM/DD/YYYY]

****Bill To:**** [Client Name / Company]

****Client Email:**** [Client Email]

Services

Item	Description	Qty	Rate	Amount
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1	[Service description]	1	[\$0.00]	[\$0.00]
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2	[Service description]	1	[\$0.00]	[\$0.00]
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3	[Service description]	1	[\$0.00]	[\$0.00]
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- Subtotal

[\$0.00]

- Tax

[\$0.00]

- Discount

[\$0.00]

- Total Due

[\$0.00]

- Amount Paid

[\$0.00]

- Balance Due

[\$0.00]

- Payment Method

[Bank transfer / card / check / other]

- Payment Instructions

[Insert payment details or link]

- Payment Terms

[Due on receipt / Net 15 / Net 30]

Notes

- [Add any helpful notes for the client here.]
- Thank you for your business.

Copy-and-Fill Instructions

1. Replace all bracketed text with client-specific details.
2. Add or remove service lines as needed.
3. Confirm totals before sending.

4. Save a copy for records before sharing.