Invoice template free pages

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Company Name

Company Slogan.....

Street Address
City, Street, ZIP Code
Phone 111.123.1234 Fax 111.123.1234

INVOICE

DATE: November 20, 2007
INVOICE # 100
FOR: *Project or service description*

Bill To:
Customer Name
Company
Street Address
City, Street ZIP Code

DESCRIPTION	AMOUNT
TOTAL	$ -

Make all checks payable to **Your Company Name**

THANK YOU FOR YOUR BUSINESS!

INVOICE

Enter Company Name Here

Company Phone	*Company Street*
Company Email	*City, State, Country*
Company Website	*ZIP Code*

BILLED TO:

Invoice Number:	Name:	**ESTIMATE TOTAL**
Date:	Street:	$0.00
Customer ID:	City, State, Country:	
Customer Email:	Phone:	

PRODUCTS

Quantity	Description	Unit Price	Amount
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Estimated Shipping	
		Total Products	$0.00

LABOR

Hours	Description	$ / Hour	Amount
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Total Labor	$0.00
		Subtotal	$0.00
	Enter Sales Tax in Percent (Not Decimal Form) -->	Sales Tax	
Payment is due within the following number of days:		**TOTAL**	**$0.00**

Comments or Special Instructions: -
-
-
-

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BLANK INVOICE TEMPLATE

INVOICE

DATE
INVOICE NO.

Payment due upon receipt.

BILL TO
SHIP TO

DESCRIPTION	TOTAL

Remarks / Instructions:

SUBTOTAL	
enter total amount DISCOUNT	
SUBTOTAL LESS DISCOUNT	
enter percentage TAX RATE	%
TOTAL TAX	
SHIPPING/HANDLING	
OTHER	
TOTAL	$

Please make check payable to
THANK YOU

For questions concerning this invoice, please contact

[Company Name]
[Company Slogan]

INVOICE

[Stress Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE:	5/13/2011
INVOICE #	[123456]
Customer ID	[123]

BILL TO
[Name Here]
[Company Name]
[Stress Address]
[City, ST ZIP]
[Phone]

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		230.00
[Labor: 5 hours at $75/hr]		375.00
[Parts]	X	345.00

Subtotal	$	950.00
Taxable	$	345.00
Tax rate		6.250%
Tax due	$	21.56
Other	$	-
TOTAL Due	**$**	**971.56**

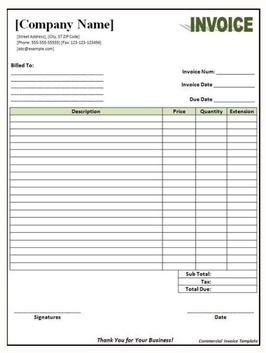
OTHER COMMENTS
1. Total payment due in 30 days
2. Please include the invoice number on your check

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Free Invoice Template



[Company Name]

INVOICE

[Street Address], [City, ST ZIP Code]
[Phone: 555-555-5555] [Fax: 123-123-123456]
[etc@example.com]

Billed To:

Invoice Num:

Invoice Date

Due Date

Description	Price	Quantity	Extension
		Sub Total:	
		Tax:	
		Total Due:	

Signatures

Date

Thank You for Your Business!

Commercial Invoice Template

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Of course, if you're looking for not only online connectivity but even more helpful functions like allowing your clients to pay on the invoice itself, scheduling recurring invoices, and easier tracking of invoice status, try an online invoicing software like InvoiceBerry. As you scale your business, an invoicing software will help you dedicate more time to strategy, rather than getting bogged down with invoicing. There are three basic types of invoices that are commonly used today - Service Invoice, Sales Invoice, and a simple Generic Invoice. These invoice templates, available below for download, will guide you on how to create your own invoice, so you can send an invoice to client and get paid for your work. Download the form here and fill it out using PDF Expert. Click the green button to download the app. Free download Let's take a look at the different types of invoices and learn how to create an invoice. You can download our free invoice templates below and use them for your business, or create your own invoice by referring to these invoice templates. Sample Service Invoice A service invoice is used whenever you provide a service to someone for a fee. Typically, most invoices for services include rates that are charged by the hour, but this may differ depending on the service and type of work undertaken. Sometimes, you can also create a service invoice with a flat fee for your services. Now let’s take a look at what should be included in a service invoice. The most important parts of a service invoice are: Service name/description Service Charges Total Amount Download * The templates here are provided for reference only and you should always talk to a professional for all legal matters You can edit the PDF using PDF Expert, the best PDF Editor app for Mac. Using PDF Expert, you can add your own details and use this service invoice design for your own needs. Sample Sales Invoice As sales invoice is used whenever you are selling goods or products to someone. If you are in the business of selling tangible goods, irrespective of the size or weight of the item, you should be using a sales invoice for this purpose. It is often required to attach a sales invoice to the product or goods, if you need to ship the items from one place to another. Let's take a look at how to create a sales invoice and what should be included in it. The most important parts of a sales invoice are: Item Name Quantity Item Unit Price Price (Unit Price x Quantity) Total Price Download * The templates here are provided for reference only and you should always talk to a professional for all legal matters You can edit the PDF using PDF Expert, the best PDF Editor app for Mac. Using PDF Expert, you can add your own details and use this sales invoice design for your own needs. 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We Have Tax Invoice, Proforma Invoice Format, Commercial Invoice, Travel Invoice, and Other Invoice Document Templates. Customize the Text in MacBook Pro. Check Out Every Receipt Template We Have, Too. Record Your Transaction Numbers Easily with Us!See more An invoice sometimes referred to as a sales invoice, is a document published by a company to specify a transaction and request payment for a supplied product or service. An invoice document is a significant component of any company. They assist you in getting paid timely, maintain a record of your accounts, and enable you to create long-term, solid relationships with your customers when done right. Outlined below are easy steps that will teach you how to create an invoice. 1. Information About the Company It is significant to adequately explain who is asking the payment when trying to create an account statement. Incorporate your logo, company name, company address, telephone number, fax number, and email address. Unlike many financial documents used in marketing and sales, a company's section or a brand tagline are not included in the billing statements. List the necessary amount of information if you like to keep your statements professional. However, your sales receipts also don't have to be dull. 2. Information About the Payee After stating the details of your own company, indicate the person or company information that will be charged for the statement. One of the basic aspects of a business invoice is to make a clear distinction between the payer and the payee. Be extra cautious about spelling when producing a billing statement. Double-check the names, addresses, and emails to avoid errors. 3. Issue Date, Due Date, and Invoice Number Besides clearly specifying the details of the payer and payee in your invoice document, you must specify dates and a unique identifier to make sure prompt payment. In that way, you can make it easy to coordinate your billing statements. It is essential to have a separate bill amount for each document when it comes to arranging and documenting billing statements. It makes communication with customers about payments much easier. 4. Products, Services or Expenses Sold In making a service invoice, you will have to list all products or services that are billed here, along with any additional costs. To guarantee that both parties, payer and payee, are associated, ensure this section is detailed, concise, and thorough. 5. Taxes, Discounts, and Fees You must specify any other charges or things that are added to the total, at the end of the declaration of payment. It may include special offers, state/country taxes, service charges or other additional fees not included in the items invoiced but added to the total. 6. Total Amount The amount to be paid must be specified for both parties to document and for reference purposes of your client. Record the product's discounts, charges, and taxes below the subtotal of all billed products to calculate the complete sum due and add them up. Always double-check before sending the total amount to ensure that your calculations are exactly right. You may use software or application in getting the total amount for a hassle-free job. 7. Payment Terms To avoid any uncertainty and unnecessary communication, show obviously on your account the declaration of all payment terms. You should also mention the address linked to the bank account for direct deposits. You may use a new email address for online payments that were not listed. There are payment apps where you can easily make and receive payments. Find the right type of billing invoices for you and your business from the list below. From freelancers to agency invoices, FreshBooks has got you covered. Don’t see your industry on this list? No worries. Simply get started with the free sample invoice templates for all business types. The free invoice maker is professional, easy-to-use, and fully customizable. Learn the simplest and fastest way to make an invoice with our free online invoice generator and never worry about complicated invoicing ever again. Download the invoice option that’s the best for your business, customize, send, and get paid in no time. It’s that simple. Use the free invoicing software with FreshBooks to find out what you’ve been missing, today. Visit FreshBooks to learn more about how to make invoices that work best for you and your business. It’s the smartest way to easily generate invoices and get paid on time, every time. What makes invoice templates better than other billing methods? They are an easy and affordable way to get paid for your work and keep your business finances in check. How to Fill Out an Invoice Template After you’ve downloaded your free invoice template from FreshBooks, it’s time to customize it to best suit your business. But what is an invoice, and how do you fill one out? First off, you’ll want to put in your company name, so that your clients can easily identify your business and pay you without any issues. Add any further company details that you may have, such as a logo, to help you stand out. Next, make sure to include your contact information, including phone number and email address, so that your clients have your details handy when it’s time to pay you. An important step is including an invoice number, which keeps your invoice professional and makes it easier on you when it comes to referencing anything later down the road. To keep things straightforward, you can label your first invoice as Invoice 1 and simply increase the number as you go. Set out a list of services or goods that you have provided, with your prices next to each section, and a total for your services at the bottom. Tax calculations, if necessary, should also be included in this section. The most important step for when it’s time to get paid — your billing information! This includes your accepted payment options, such as a credit or debit card, making it that much speedier for you to get paid the way that suits you best, as fast as possible. If you have any specific payment methods required, it’s best to discuss this beforehand with the client. Remember to include your account and bank information, or you can even insert a payment link if you have one available. Since everything is efficiently organized, from your business information to your payment amounts, you won’t have to worry about anything going wrong. Then it’s time to send off your invoice to your client! Either print and send by mail, or email invoices directly.

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