|  |  |  |
| --- | --- | --- |
|  | Microsoft invoicing icon | [Microsoft invoicing](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software)[Get paid fast with great looking invoices and online payments.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software)[Designated for small businesses.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software) |
|  | [Tired of doing invoices manually? Do you want to get paid earlier? Sign up for Microsoft Invoicing today.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software) |
|  | Invoice |  |  |
|  |  |  |
|  |

|  |  |  |
| --- | --- | --- |
| Street addressTown/City, County/Region, Postcode Phone Enter phone | Fax Enter faxEmail | Website |  | INVOICE # **Invoice No**DATE **Enter date** |
| TO:NameCompany NameStreet addressTown/City, County/Region, PostcodePhone Enter phone | Email |  | FOR Project or service descriptionP.O. # P.O. # |
| Description |  | Amount |
| Enter Description 1 |  | Enter Amount |
| Enter Description 2 |  | Enter Amount |
| Enter Description 3 |  | Enter Amount |
| Enter Description 4 |  | Enter Amount |
| Enter Description 5 |  | Enter Amount |
| Enter Description 6 |  | Enter Amount |
| Enter Description 7 |  | Enter Amount |
| Enter Description 8 |  | Enter Amount |
| Enter Description 9 |  | Enter Amount |
| Total |  | Enter total amount |

Make all checks payable to Payment is due within 30 days.If you have any questions concerning this invoice, contact Name | Phone | EmailThank you for your business. |  |



|  |  |  |
| --- | --- | --- |
|  |  |  |
| [OFFICE ADDRESS] | [PHONE NUMBER] | [EMAIL ADDRESS] |