# Invoicing templates

This invoice template can be used to bill your clients in order to collect payments. This template contains the basic information typically contained in an invoice such as the invoice amount, the services/products provided and the payment due date. Follow the instructions contained in the template and review the second page for a filled out example. This document is ideal for small businesses that want to invoice clients and receive timely payments.

All information and forms are provided “as is” without any warranty of any kind, express, implied or otherwise, including as to their legal effect and completeness. They are for general guidance and should be modified by you or your attorney to meet your specific needs and the laws of your state. Use at your own risk. Intuit, its employees or contractors who wrote or modified any form, are not providing legal or any other kind of advice and are not creating or entering into an attorney-client relationship. The information and forms are not a substitute for the advice of your own attorney. This document is not approved, endorsed by or affiliated with any state or governmental or licensing entity.

# Invoicing

Replace with
**LOGO**

**Your Company Name**
Street address
City, State, Zip code

**Phone #** 555-555-5555
**Email** company.name@company.com
**Website** www.companyname.com

| Bill to | Ship to | Details |
|---|---|---|
| Client name<br>Street address<br>City, State, Zip code | Client name<br>Street address<br>City, State, Zip code | **Invoice #** 12345<br>**Invoice date** mm/dd/yyyy<br>**Terms** Net 30<br>**Due date** mm/dd/yyyy |

| Product/ service | Description | Quantity/ hrs | Rate | Amount |
|---|---|---|---|---|
| Product or service | Description of product or service | 0 | $0.00 | $0.00 |
| Product or service | Description of product or service | 0 | $0.00 | $0.00 |
| Product or service | Description of product or service | 0 | $0.00 | $0.00 |
| Product or service | Description of product or service | 0 | $0.00 | $0.00 |
| Product or service | Description of product or service | 0 | $0.00 | $0.00 |

**Customer message**

Hello!

Thank you for your purchase. Please return this invoice with payment.

Thanks!

| | |
|---|---|
| **Subtotal** | $0.00 |
| **Sales tax** | $0.00 |
| **Shipping** | $0.00 |
| **Total** | **$0.00** |

This invoice was generated with the help of QuickBooks Payments.
Learn more, and create your own free account by visiting quickbooks.com