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|  | 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 |  |  |
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| --- | --- | --- |
| Street AddressCity, ST ZIP Code Phone Enter phone | Fax Enter faxEmail | Website |  | INVOICE # **Invoice No**DATE **Enter date** |
| TO:NameCompany NameStreet AddressCity, ST ZIP CodePhone Enter phone | Email |  | SHIP TO:Recipient NameCompany NameStreet AddressCity, ST ZIP CodePhone: Phone |
| Comments or special instructions:To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|  |  |  |  |  | Due upon receipt |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | SUBTOTAL |  |
|  | SALES TAX |  |
|  | SHIPPING & HANDLING |  |
|  | TOTAL DUE |  |

Make all checks payable to Company nameIf you have any questions concerning this invoice, contact Name, Phone, EmailThank you for your business! |  |

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