Sample Sales Invoice Template 2 - PDF Format

**Your Company Name** SALES INVOICE

Street Address

City, ST ZIP Code **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Number, Web Address **INVOICE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bill To: Ship To:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **P.O. #** | **Sales Rep. Name** | **Ship Date** | **Ship Via** | **Terms** | **Due Date** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Description** | **Amount** |
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|  |  |
| SUBTOTAL SHIPPING & HANDLING  **TOTAL PAID**  **TOTAL DUE** | - |
| - |
| - |
| - |
| - |

*THANK YOU FOR YOUR BUSINESS!*