**Ready to use this template in Concord?**Check out our quick tutorial on how to upload your first template!

**[Company Name]**

**[Company Street Address]**

**[Company City, State & Zip]**

**[Company Phone Number]**

INVOICE

|  |  |  |
| --- | --- | --- |
| Bill to:[Company Name][Company Address][Company City, State, Zip] | Make checks payable to:[Company Name][Company Address][Company City, State, Zip] | Invoice #:Invoice Date:Due Date:Prior Balance: |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Amount |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |
| [number] | [Item description] | [Unit Price] | [Total Price] |

      Subtotal:   [Amount]

 Sales Tax: [Tax]

 Total: [Total]

|  |
| --- |
|  Terms and Conditions: * Payment is due within [Enter number of days] days.
* Entire balance must be paid before another order may be placed.
* Insufficient Funds shall result in a $[Enter amount] fee.
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