**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. |