lovetoknow
advice women can trust
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[Your company name]
[Address]
[City, state, zip code]
[Phone number]

# INVOICE

# [Invoice number]
[Date]

**Bill to:**

[Customer name]
[Address]
[City, state, zip code]
[Phone number]

Amount due:

$ [Dollar amount]

| Item description: | Quantity | Rate | Amount |
|---|---|---|---|
| [Item name, like blog posts or editing hours]<br>[Brief description of details] | [Number] | [Dollar amt] | [Dollar amt] |
| [Item name, like blog posts or editing hours]<br>[Brief description of details] | [Number] | [Dollar amt] | [Dollar amt] |
| [Item name, like blog posts or editing hours]<br>[Brief description of details] | [Number] | [Dollar amt] | [Dollar amt] |
| [Item name, like blog posts or editing hours]<br>[Brief description of details] | [Number] | [Dollar amt] | [Dollar amt] |

| | |
|---|---|
| Subtotal | [Dollar amt] |
| Tax (Rate) | [Dollar amt] |
| Total due | [Dollar amt] |

**Payment terms:**
45 days net from invoice date. 2% monthly interest charged on overdue accounts. Remit payment via check payable to [company name] or via PayPal to [email address].