
Small Business Invoice

[Your Small Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website, if applicable]

Invoice Number: [Unique Invoice Number]

Invoice Date: [Date of Invoice]

Due Date: [Due Date for Payment]

Bill To

[Customer's Name/Company Name]

[Customer's Address]

[City, State, Zip Code]

[Customer's Phone Number]

Itemized List of Products/Services

Description	Quantity	Unit Price	Total Price
[Product/Service Name]	[Qty]	[Price]	[Total]
[Product/Service Name]	[Qty]	[Price]	[Total]

Subtotal: \$[Subtotal Amount]

Tax (if applicable): \$[Tax Amount]

Discount (if applicable): -[Discount Amount]

Total Due: \$[Total Amount Due]

Payment Terms: Payment due upon receipt.