### horizontal line**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.