

## [Nonprofit Organization Name]

[Street Address]

[City, State ZIP]

[Phone Number]

[Email Address]

[Website]

# INVOICE

### Bill To:

[Recipient Name]

[Organization/Company]

[Street Address]

[City, State ZIP]

[Email]

### Invoice Details:

**Invoice #:** [Invoice Number]

**Date:** [Issue Date]

**Due Date:** [Due Date]

Description	Qty	Unit Price	Amount
[Donation/Service Description]	[Qty]	[Unit Price]	[Amount]
[Additional Item]	[Qty]	[Unit Price]	[Amount]
		Subtotal	[Subtotal]
		Tax	[Tax Amount]
		<b>Total</b>	<b>[Total Amount]</b>

### Notes:

[Enter any notes, such as a thank you message, tax ID, or payment instructions here.]

**Nonprofit Tax ID:** [Tax ID Number]