

# PURCHASE INVOICE

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

**Company Name**

Address Line 1

Address Line 2

City, State ZIP

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Bill To

Customer Name

Address Line 1

Address Line 2

City, State ZIP

## Purchase Details

#	Item Description	Quantity	Unit Price	Discount	Tax	Total
1	_____	—	_____	_____	_____	_____
2	_____	—	_____	_____	_____	_____
3	_____	—	_____	_____	_____	_____

Subtotal: \_\_\_\_\_

Discount: \_\_\_\_\_

Tax: \_\_\_\_\_

Shipping: \_\_\_\_\_

Total: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

## Payment Method

\_\_\_\_\_  
(e.g. Credit Card, Bank Transfer, Cash)

### Notes:

\_\_\_\_\_

\_\_\_\_\_

Thank you for your business.