

# BLANK INVOICE TEMPLATE

Try Smartsheet for FREE

## INVOICE

DATE

INVOICE NO.

Payment due upon receipt.

BILL TO

SHIP TO

DESCRIPTION	TOTAL

Remarks / Instructions:

**SUBTOTAL**

enter total amount **DISCOUNT**

**SUBTOTAL LESS DISCOUNT**

enter percentage **TAX RATE**

%

**TOTAL TAX**

**SHIPPING/HANDLING**

**OTHER**

**TOTAL \$**

Please make check payable to

### THANK YOU

For questions concerning this invoice, please contact

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.