|  |  |
| --- | --- |
| **Your company name**  Company address  Company email  Company phone | **INVOICE**  Invoice # <<[number]>>  Invoice date <<[date] :”dd-MM-yyyy”>> |

|  |  |
| --- | --- |
| **BILL TO:** <<[recipientName]>>  <<[clientCompany]>>  <<[clientAddress]>>  <<[clientPhone]>>  <<[clientEmail]>> | **SHIP TO (IF DIFFERENT):** <<if [shiptoName == “”]>><<else>><<[shiptoName]>><</if>>  <<if [shiptoCompany == “”]>><<else>><<[shiptoCompany]>><</if>>  <<if [shiptoAddress == “”]>><<else>> <<[ shiptoAddress]>><</if>>  <<[shiptoPhone ?? “”]>>  <<if [shiptoEmail != “”]>><<[shiptoEmail]>><<else>><</if>> |

### **COMMENTS OR SPECIAL INSTRUCTIONS:**

Payment due in 30 days. Please note the invoice number in your payment method. Banking and wire transfer information may also be included here.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **QUANTITY** | **UNIT PRICE** | **TOTAL** |
| <<foreach [ITEMS in item]>><<[ITEMS.NAME]>> | <<[ITEMS.AMOUNT]>> | <<[ITEMS.PRICE] : “$#,##0.00;$-#,##0.00”>> | <<[ITEMS.TOTAL] : “$#,##0.00;$-#,##0.00”>><</foreach>> |

|  |  |
| --- | --- |
| SUBTOTAL | <<[ item.Sum(c => c.TOTAL) \* 1] : “$#,##0.00;$-#,##0.00”>> |
| SALES TAX (4%) | <<[ item.Sum(c => c.TOTAL) \* 0.04] : “$#,##0.00;$-#,##0.00”>> |
| TOTAL due | <<[ item.Sum(c => c.TOTAL) \* 1.04] : “$#,##0.00;$-#,##0.00”>> |

Make all checks payable to Your Company Name.

If you have any questions concerning this invoice, contact Name, Phone, Email  
Note this invoice is subject to our terms. Please click <<link[linkUrl][linkDisplay]>> for details.