

Invoice

Payment status: _____

Currency: USD. Prices exclude tax.

From		Bill to	
Business name: _____		Customer name: _____	
Business address: _____		Customer address: _____	
Billing email: _____		Customer email: _____	
Invoice No.	_____	Invoice date	_____
Original due date	_____	Reference / PO	_____

Invoice items

Description	Qty	Rate USD	Tax %	Amount	Tax USD

Payments applied to this invoice

Payment date	Method	Reference	Applied USD

Subtotal	_____
Currency rounding	_____
Sales tax	_____
Invoice total	_____
Payments applied	_____
Balance due	_____

Paid on: _____ (after full payment)

Customer note: _____

Calculate totals manually. Mark paid only after actual payments cover the full positive invoice total. Use a separate workflow for credits, write-offs, refunds, or excess payments.

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