

# INVOICE TEMPLATE

This Invoice Template ("Invoice") is made and entered into as of the

\_\_\_\_\_ day of \_\_\_\_\_ ,  
20 \_\_\_\_\_ , by and between:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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

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

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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

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

## 1. DEFINITIONS

"Business" refers to the entity providing the goods or services as identified above.

"Customer" refers to the entity receiving the goods or services as identified above.

"Goods/Services" refers to the items or services described in Section 2 of this Invoice.

## 2. DESCRIPTION OF GOODS/SERVICES

Goods/Services Provided: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Unit Price: \_\_\_\_\_

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

### 3. PAYMENT TERMS

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

Payment Method: \_\_\_\_\_

Late Payment Penalty: \_\_\_\_\_

All payments shall be made in U.S. dollars unless otherwise agreed in writing.

### 4. TAXES

Applicable Taxes: \_\_\_\_\_

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

Total Tax Amount: \_\_\_\_\_

The Customer shall be responsible for all applicable taxes, duties, or levies.

### 5. TOTAL AMOUNT DUE

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

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

Total Amount Due: \_\_\_\_\_

### 6. GOVERNING LAW AND JURISDICTION

This Invoice shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ . Any disputes arising out of or in connection with this Invoice shall be subject to the exclusive jurisdiction of the courts of \_\_\_\_\_ .

### 7. SEVERABILITY

If any provision of this Invoice is found to be invalid or unenforceable by a court of competent jurisdiction, such provision shall be severed from the remainder of this Invoice, which will remain in full force and effect.

#### 8. ENTIRE AGREEMENT

This Invoice constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

#### 9. NOTICE

Any notices required or permitted under this Invoice shall be in writing and shall be deemed delivered when delivered in person, or when sent by email, or when sent by certified mail, return receipt requested, to the addresses specified above.

#### 10. AMENDMENT

This Invoice may only be amended by a written agreement signed by both parties.

#### 11. DEFAULT AND REMEDIES

In the event of default by the Customer in payment of any amount due under this Invoice, the Business shall be entitled to all remedies available under law, including but not limited to the recovery of reasonable attorney's fees and costs.

#### 12. TERMINATION

This Invoice may be terminated by mutual written consent of both parties or by the Business if the Customer fails to make payment within \_\_\_\_\_ days of the due date.

#### 13. FORCE MAJEURE

Neither party shall be liable for any failure to perform its obligations under this Invoice if such failure results from circumstances beyond the reasonable control of the party, including but not

limited to acts of God, war, or natural disasters.

## SIGNATURES

Business Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Customer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## WITNESS

Witness Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## NOTARY ACKNOWLEDGMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_,

before me, \_\_\_\_\_, a Notary Public in and for said state,

personally appeared \_\_\_\_\_, known to me to be the person

whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Signature: \_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

This Invoice Template is ready for immediate use, printing, and signing.