Billing

**Statement** Template

**Invoice Date: \_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_Client Purchase Order: \_\_\_\_\_\_\_\_\_\_ My Reference: \_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Client Details** |  | **My details** |
| Name |  | Name |
| Company Name |  | Company Name |
| Phone |  | Phone |
| Email |  | Email |
| Address |  | Address |

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| **DATE** | **DESCRIPTION** | **DEBIT** | | **CREDIT** | **TOTAL** |
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|  |  |  | |  |  |
| Sub Total | | $ |
| Tax | | $ |
| Total Due | | $ |

**Terms and Conditions**

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| **Notes** |  | **Remittance** |
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