

Standard Invoice Template

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STANDARD INVOICE

1. PARTIES

1.1 Issuer: [BUSINESS NAME]

Address: [BUSINESS ADDRESS], [BUSINESS CITY], [BUSINESS STATE] [BUSINESS ZIP]

Phone: [BUSINESS PHONE]

Email: [BUSINESS EMAIL]

1.2 Recipient (Bill To): [BILL TO NAME]

Address: [BILL TO ADDRESS], [BILL TO CITY], [BILL TO STATE] [BILL TO ZIP]

Contact: [CONTACT NAME]

Email: [CONTACT EMAIL]

Phone: [CONTACT PHONE]

2. INVOICE IDENTIFICATION

2.1 Invoice Number: [INVOICE NUMBER]

2.2 Invoice Date: [DATE]

2.3 Due Date: [DUE DATE]

2.4 Currency: [CURRENCY]

3. DESCRIPTION OF GOODS OR SERVICES

3.1 Itemized Charges:

(Use separate lines for each item; duplicate this section as needed.)

- Item: [DESCRIPTION]

Quantity: [QUANTITY]

Unit Price: [UNIT PRICE]

Line Total: [LINE TOTAL]

3.2 Sample Itemization Table (for reference):

DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
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[DESCRIPTION]	[QUANTITY]	[UNIT PRICE]	[LINE TOTAL]
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3.3 Subtotal: [SUBTOTAL]

3.4 Discount (if applicable): [DISCOUNT]

3.5 Tax Rate: [TAX RATE]

3.6 Tax Amount: [TAX AMOUNT]

3.7 Total Amount Due: [TOTAL DUE]

4. PAYMENT TERMS

4.1 Payment Due: Payment of the Total Amount Due is due in full by [DUE DATE] unless otherwise agreed in writing.

4.2 Accepted Payment Methods: [PAYMENT TERMS] (e.g., Bank Transfer, ACH, Check, Credit Card).

See Payment Instructions below.

4.3 Payment Instructions:

- Bank Name: [BANK NAME]

- Account Name: [ACCOUNT NAME]

- Account Number: [ACCOUNT NUMBER]

- Routing Number: [ROUTING NUMBER]
- ACH Details: [ACH DETAILS]
- Check Payable To: [CHECK PAYABLE TO]
- Other Instructions: [PAYMENT INSTRUCTIONS]

4.4 Electronic Payment: If paying electronically, include Invoice Number [INVOICE NUMBER] in the payment reference.

5. LATE PAYMENT; INTEREST; COLLECTION COSTS

5.1 Interest on Overdue Amounts: Any amount not received by the Due Date shall accrue interest at the lesser of [LATE FEE RATE] per month or the maximum rate permitted by applicable law, calculated daily from the Due Date until paid in full.

5.2 Late Fee: A late fee of [LATE FEE AMOUNT OR PERCENTAGE] may be charged for invoices not paid within [NUMBER] days of the Due Date, subject to applicable law.

5.3 Collection Costs: If collection action is necessary, the Recipient shall be responsible for reasonable collection costs, including attorneys' fees and court costs, to the extent permitted by law.

6. TAXES

6.1 Responsibility: Unless otherwise indicated, all amounts shown are exclusive of taxes. The Recipient is responsible for any applicable sales, use, excise, value-added, or other taxes, duties or governmental charges imposed on the transaction, except for taxes based on the Issuer's net income.

6.2 Tax Documentation: The Recipient must supply valid resale, exemption, or tax-exempt certificates where applicable to avoid unnecessary tax charges.

7. ADJUSTMENTS; CREDITS; RETURNS

7.1 Disputes and Invoice Adjustments: To dispute any portion of this invoice, the Recipient must notify the Issuer in writing within [NUMBER] days of the Invoice Date, specifying the disputed items and reasons. Prompt payment of undisputed amounts is required.

7.2 Credits and Refunds: Credits, refunds, or adjustments, if any, will be issued at the Issuer's discretion in accordance with the Issuer's refund and returns policy and applicable law.

8. DELIVERY; TRANSFER OF TITLE

8.1 Delivery: Delivery terms are as agreed between the parties. Unless otherwise agreed, the Issuer's delivery obligations are fulfilled upon transfer of possession to the carrier or Recipient.

8.2 Title and Risk of Loss: Title and risk of loss shall pass to the Recipient in accordance with the agreed shipping terms and applicable commercial law. If no shipping terms are provided, delivery shall be FOB [BUSINESS CITY], [BUSINESS STATE].

9. WARRANTIES; LIMITATION OF LIABILITY

9.1 Warranties: Any express warranties will be provided in separate written documentation. Except as expressly stated in such documentation, the services and goods are provided "AS IS" without warranties of any kind to the fullest extent permitted by law.

9.2 Limitation of Liability: Except for liability arising from gross negligence or willful misconduct, the Issuer's total liability arising out of or related to this invoice or the underlying transaction will not exceed the amount paid by the Recipient for the goods or services giving rise to the claim.

10. CONFIDENTIALITY

10.1 Confidential Information: Both parties agree that any nonpublic business, financial, or technical information disclosed in connection with the invoicing relationship shall be maintained as confidential and not disclosed to third parties except as required by law.

11. DISPUTE RESOLUTION; GOVERNING LAW

11.1 Governing Law: This Invoice and any disputes arising under or relating to it shall be governed by the laws of the State of [GOVERNING STATE], without regard to its conflict of law rules.

11.2 Informal Dispute Resolution: The parties shall attempt in good faith to resolve disputes promptly by negotiation between senior representatives prior to initiating formal dispute resolution.

11.3 Formal Dispute Resolution: If the parties cannot resolve a dispute by negotiation within [NUMBER] days, either party may pursue any available remedies in a court of competent jurisdiction in [GOVERNING STATE], or, if agreed in writing, arbitration under the rules of a mutually acceptable arbitral institution.

12. SETOFF

12.1 Right of Setoff: The Issuer may, without notice, set off any amounts owed by the Recipient against any amounts owed to the Recipient by the Issuer.

13. ELECTRONIC TRANSMISSION; DELIVERY

13.1 Delivery Method: This invoice may be delivered by electronic mail, electronic invoice system, facsimile, or regular mail. Electronic delivery is effective upon transmission to the Recipient's last known contact information.

14. SEVERABILITY; AMENDMENT

14.1 Severability: If any provision of this invoice is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14.2 Amendment: This invoice may only be amended by a written instrument signed by authorized representatives of both parties.

15. ENTIRE AGREEMENT

15.1 Entire Agreement: This invoice, together with any documents incorporated by reference and any written agreements between the parties concerning the invoiced goods or services, constitutes the entire agreement between the parties with respect to the subject matter hereof.

16. NOTICES

16.1 Notices: All notices required or permitted under this invoice shall be in writing and sent to the addresses set forth above (or to such other address as a party may specify by written notice). Notices delivered by email are effective upon transmission, provided that no delivery failure notice is received.

17. SIGNATURES

17.1 Issuer Signature:

[SIGNATURE]

Name: [PRINT NAME]

Title: [TITLE]

Date: [DATE]

17.2 Recipient Acknowledgment (optional):

By signing below, Recipient acknowledges receipt of this invoice and agrees to the terms stated herein.

[SIGNATURE]

Name: [PRINT NAME]

Title: [TITLE]

Date: [DATE]

NOTES AND INSTRUCTIONS

- Please reference the Invoice Number [INVOICE NUMBER] on all payments and communications.
- For questions regarding this invoice, contact [CONTACT NAME] at [CONTACT EMAIL] or [CONTACT PHONE].
- Retain a copy of this invoice for your records.

DISCLAIMER: This Standard Invoice Template is provided for general informational purposes only and does not constitute legal advice. Parties with complex transactions, special tax issues, or other legal concerns should consult qualified counsel for advice tailored to their circumstances.

This template is provided for informational purposes only and does not constitute legal advice. Consult a licensed attorney before signing any legal document.