

GOOGLE DOCS INVOICE

Free template from InvoicePenguin • www.invoicepenguin.com

From (Your Business)

Name: _____

Address: _____

Phone: _____

Email: _____

Bill To (Client)

Name: _____

Address: _____

Phone: _____

Email: _____

Invoice #:	Invoice Date:	Due Date:	Payment Terms:
_____	_____	_____	Net 30

Description	Qty	Rate	Amount
e.g. Professional services (per hour)	4	\$75.00	
e.g. Project deliverable	1	\$400.00	
e.g. Materials & supplies	1	\$60.00	

Subtotal	_____
Tax (%)	_____
TOTAL	_____

Notes / Payment Instructions

Tip: Upload this file to Google Drive and open it to edit in Google Docs — it converts from .docx automatically.
