

NONPROFIT 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
<i>e.g. Program services — community workshop series</i>	1	\$1,500.00	
<i>e.g. Event sponsorship — Gold tier</i>	1	\$2,500.00	
<i>e.g. Grant-funded project hours (per hour)</i>	20	\$45.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Include your EIN and tax-exempt status on every invoice — donors and grantmakers need it for their records.
