# INVOICE

**[Print Shop Name]**
[Address Line 1]
[City, State, Zip]
[Email / Phone]

**Invoice #:** ____________
**Date:** ____________
**PO #:** ____________

**Client:**

[Client Name]
[Company Name]
[Address Line 1]
[Email]

**Job Details:**

Project: ____________
Turnaround: ____________
Shipping Method: ____________

| Item Description (Specs/Paper/Finish) | Qty | Unit Price | Total |
|---|---|---|---|
| [Service Description - e.g., Offset Printing, 100lb Gloss] | ____ | $____ | $____ |
| [Finishing - e.g., Die-cutting, Laminating, Folding] | ____ | $____ | $____ |
| [Setup/Pre-press Fees] | 1 | $____ | $____ |
| [Shipping & Handling] | 1 | $____ | $____ |

Subtotal: $_________
Tax ([__]%): $_________

**Total Amount: $_________**

**Notes / Payment Terms:**
Please make checks payable to [Company Name]. Payment is due within [30] days.
Thank you for your business!