|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **INVOICE** | | | | |
|  | **# INV-000001** | | | | |
|  |  | | | | |
|  | **Balance Due** | | | | |
|  | **$1,525.00** | | | | |
| **Invoice From:** | |  | **Invoice To:** | | | | |
| **Luminous LLC** | |  | **A Co. LLC** | | | | |
| 123 Sample Dr. | |  | 321 Some St. | | | | |
| Clarksville, IN 47129 | |  | Clarksville, IN 47129 | | | | |
| 502-123-5465 | |  | 812-282-5555 | | | | |
| support@luminousllc.com | |  | info@acollc.com | | | | |
|  | |  |  | | | | |
| *Note:* | | | Invoice Date: | | | 10/01/2024 | |
|  | | | Terms: | | | Net 15 | |
| Due Date: | | | 10/16/2024 | |
|  |  | | |  |  | |  |
| **#** | **Items & Description** | | | **Qty** | **Rate** | | **Amount** |
| 1 | Service 1 | | | 1.00 | 450.00 | | 450.00 |
|  | *Service 1 description* | | | *unit* |  | |  |
| 2 | Service 2 | | | 1.00 | 950.00 | | 950.00 |
|  | *Service 2 description* | | | *unit* |  | |  |
| 3 | Add on 1 | | | 2.00 | 75.00 | | 125.00 |
|  | *Add on 1 description* | | | *unit* |  | |  |
| 4 |  | | |  |  | |  |
|  |  | | |  |  | |  |
| 5 |  | | |  |  | |  |
|  |  | | |  |  | |  |
| 6 |  | | |  |  | |  |
|  |  | | |  |  | |  |
|  |  | | | Sub Total |  | | 1,525.00 |
|  |  | | | **Total** |  | | **$1,525.00** |
|  |  | | | **Balance Due** |  | | **$1,525.00** |
| **Pay via:**  **Cash App:** $luminousllc  **PayPal:** pay@luminousllc.com | | | | | | | |

**Instructions for editing your template**

**using Microsoft Word:**

**To view the cells of the table so editing is easier:**

Select the entire table > Go to “Table Design” tab > “Borders” > “All borders”

All table cells should now be visible

Replace the logo by selecting the placeholder logo > Right click on the logo > Select “Change Picture” from the drop-down menu > Choose where you want to upload your logo from > Choose the location and file you want to upload > Adjust the size and position of your updated logo

When you are finished editing your invoice, you may leave the cells visible if you choose. You may also remove some or all of the lines of the cells by selecting the cells and using the method above, except choose “No borders” as your final option.