INVOICE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Invoice number:	DL-0907
Invoice date:	10/27/2026
Due date:	11/11/2026
Terms:	Net 15
Account:	[Client account no.]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Same-day delivery, zone 1 [date] · Ref [order no.]	$18.00	12	**$216.00**
Same-day delivery, zone 2 [date] · Ref [order no.]	$26.00	5	**$130.00**
Rush, under 2 hours Surcharge per delivery	$15.00	3	**$45.00**
Waiting time Over 10 min, per 15 min	$10.00	4	**$40.00**
Mileage beyond zone Per mile	$1.20	22	**$26.40**

NOTES/MEMO

Proof of delivery available for every job. Invoice covers deliveries from [date] to [date].

Subtotal:	$457.40
Amount due:	**$457.40**