|  |  |
| --- | --- |
| [Company Name][Your Company Slogan][Street Address][City, ST ZIP Code]Phone [phone] Fax [fax] | INVOICE |
| Invoice #[Number]Date: [Click to Select Date] |

|  |  |
| --- | --- |
| To:[Customer Name][Company Name][Street Address][City, ST ZIP Code] | For:[Project or service description]P.O. [Number] |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | HOURS | RATE | AMOUNT |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL |  |

Make all checks payable to [Company Name]

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!