**INVOICE**

|  |  |  |
| --- | --- | --- |
| **COMPANY INFO** | **BILL TO** | **PROJECT DETAILS** |
| <Your Company Name>  <123 Street Address>  <City, State, Zip/Post Code>  <Phone Number>  <Email Address> | <Contact Name>  <Client Company Name>  <Address>  <Phone>  <Email> | <Project Name / Dept> |
| <Project Description> |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOURS** | **QTY** | | **TOTAL** |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  | **TOTAL** |  | |
| **TOTAL VAT** |  | |
| **TOTAL INCL.VAT** |  | |
| **VAT** |  | |