|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YOUR COMPANY NAME** | | **BILLED TO** | |  | |
| 123 Your Street  City, State, Country  ZIP Code | 564-555-1234  your@email.com  yourwebsite.com | Client Name  Street address  City, State Country  ZIP Code | | | |
|  |  |  | | | |
| DESCRIPTION | | UNIT COST | HR RATE | | AMOUNT |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| Your item name | | $0 | 1 | | $0 |
| **TERMS**  E.g. Please pay invoice by MM/DD/YYYY  **INVOICE**  $2000 | | | **SUBTOTAL** | |  |
| **DISCOUNT** | | $0 |
| **(TAX RATE)** | | $0 |
| **TAX** | | 0% |
| TOTAL | | $0 |
|  | | |

**HOTEL RECEIPT**