|  |  |
| --- | --- |
| [Company Name] [Your Company Slogan] LOGO can be added here also  [City, ST ZIP Code]  [Phone]  [Email] | INVOICE |
| Invoice #[Number]  Date: [Click to Select Date] |

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

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | HOURS | RATE | AMOUNT |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL |  |
|  |  | TAX |  |
|  |  | NET TOTAL |  |

[Payment options added here]

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!