



**YOUR
NAME**

<Your Address>
<Your Contact Details >

INVOICE

Invoice No:
Invoice Date:
Due Date:

Bill to:

<Contact Name>
<Client Company Name>
<Address>
<Phone>
<Email>

Project Details:

<Project Name / Dept>
<Project Description>

DESCRIPTION	HOURS	RATE	TOTAL
-------------	-------	------	-------

Subtotal:
Discount:
Subtotal Less Discount:
Tax Rate:
Total Tax:
BALANCE DUE \$

<TERMS & INSTRUCTIONS>