

LOGO

YOUR NAME

INVOICE

INVOICE NO:
INVOICE DATE :
DUE DATE:

<Your Address>
<Your Contact Details>

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>