

**[Your Company Name]**

[Your Company Slogan]

**INVOICE**

[Street Address]

[City, ST ZIP Code]

Phone **[(509) 555-0190]** Fax **[(509) 555-0191]**

INVOICE #[100]

DATE: OCTOBER 9, 2011

**TO:**

[Name]

[Company Name]

**[Street Address]**

**[City, ST ZIP Code]**

[Phone]

**FOR:**

[Project or service description]

[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Make all checks payable to [Your Company Name]

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

**Thank you for your business!**