

[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!