



Citadel Security Agency

34 91st Street
Brooklyn NY 11209
Phone 718-948-3658 Fax 732-279-6549
citadel8@verizon.net

INVOICE

DATE:
INVOICE #
BOOTH #



2015

Name
Company
Address
City, State Zip
Phone
E-mail

Fax

Comments or Special Instructions: Guards are employed on a shift to shift basis. Guard service prior to or after regular hours are billed on an hour to hour basis. Weekends are considered overtime. Six (6) hour minimum applies.
Payment is due prior to start of services Guards not relieved at designated time could result in additional overtime charges.
Cancellations must be made 24 hours in advance

RATES
\$26.00/hr Mon - Fri
\$39.00/hr Sat-Sun-Holidays
\$50.00/hr Armed Straight Rate

QUANTITY	DAY	DATE	Midnight x 8am	8am x 4pm	4pm x Midnight	TOTAL HOURS	Hourly Rate	AMOUNT
	Tue	3/17/15					\$ 26.00	\$ -
	Wed	3/18/15					\$ 26.00	\$ -
	Thu	3/19/15					\$ 26.00	\$ -
	Fri	3/20/15					\$ 26.00	\$ -
	Sat	3/21/15					\$ 39.00	\$ -
	Sun	3/22/15					\$ 39.00	\$ -
	Mon	3/23/15					\$ 26.00	\$ -
								\$ -
								\$ -
							SUBTOTAL	\$ -
							TAX RATE	8.875%
							SALES TAX	\$ -
							TOTAL	\$ -

THANK YOU FOR YOUR BUSINESS

AMERICAN EXPRESS ONLY

Name on Card :	
Card #	Exp Date:

Make all checks payable to **Citadel Security Agency, Accounts Payable, 128 Marisa Circle Staten Island NY 10309**
If you have any questions concerning this invoice, contact Rita Ferrara at 718-680-3811 or citadel8@verizon.net