

**[Company Name]**

[Your Company Slogan]

# INVOICE

[Street Address]  
[City, ST ZIP Code]  
Phone [phone] Fax [fax]

INVOICE #[NUMBER]  
DATE:

**TO:**  
[Customer Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

**FOR:**  
[Project or service description]  
P.O. [Number]

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Make all checks payable to [Company Name]  
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

**Thank you for your business!**