|  |  |
| --- | --- |
| **[Company Name]** [Your Company Slogan] [Street Address]  [City, ST ZIP Code]  Phone [phone] Fax [fax] | INVOICE |
| Invoice #[Number]  Date: [Click to Select Date] |

|  |  |
| --- | --- |
| To: [Customer Name]  [Company Name]  [Street Address]  [City, ST ZIP Code] | For: [Project or service description]  P.O. [Number] |

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| --- | --- | --- | --- |
| **DESCRIPTION** | **HOURS** | **RATE** | **AMOUNT** |
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|  |  | **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!**