****

**INVOICE**

**[Company Name]**

[Street Address]

[City, ST, Zip]

[Phone]

[Email]

**BILL TO**

<customername>

<billingaddress>

 **INVOICE #** <ref number>

 **TERMS** <terms>

 **DATE** <date>

 **DUE DATE** <due date>

***If you have any questions about this invoice, please contact***

[Name, Phone, Email Address]

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **NUMBER OF HOURS** | **RATE** | **AMOUNT** |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**FOR DOING BUSINESS WITH US!**

**THANK YOU**

|  |  |
| --- | --- |
| **TAX** | **<tax>** |
| **SUBTOTAL** | **<subtotal>** |
| **DISCOUNT** | **<discountaftertax>** |
| **TOTAL** | **<total>** |