|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  | INVOICE | | |  |  |  |  |
|  | <Your Company Name> | |  |  |  | **DATE** |  |
|  | <123 Street Address> | |  |  |  |  |  |
|  | <City, State, Zip/Post Code> | |  |  |  | **INVOICE NO.** |  |
|  | <Phone Number> | |  |  |  |  |  |
|  | <Email Address> | |  |  |  | |  |
|  |  | |  |  | *<Payment terms (due on receipt, due in X days)>* | |  |
|  | **BILL TO** | |  | **PROJECT DETAILS** | |  |  |
|  |  | |  |  |  |  |  |
|  | <Contact Name> | |  | <Project Name / Dept> | |  |  |
|  | <Client Company Name> | |  | <Project Description> | | |  |
|  | <Address> | | | | | |  |
|  | <Phone> | | | | | |  |
|  | <Email> | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **DATE** | **DESCRIPTION** | | | | **HOURS** |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  | | | | 0:00 |  |
|  |  |  |  |  | **TOTAL HOURS** | 0.00 |  |
|  |  | | |  | **HOURLY RATE** | $0.00 |  |
|  |  | **DISCOUNT** | $0.00 |  |
|  |  | **TOTAL PRE-TAX** | $0.00 |  |
|  |  | **TAX RATE** | 0.00% |  |
|  |  | **TOTAL TAX** | $0.00 |  |
|  |  | | |  | **Balance Due** | **$-** |  |
|  |  | | | | | |  |
|  | **Terms & Instructions** |  |  |  |  |  |  |
|  | <Add payment instructions here, e.g: bank, paypal...> | | | | |  |  |
|  | <Add terms here, e.g: warranty, returns policy...> | | | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |