INVOICE

<Your Logo>

# <Your Company Name>

<123 Street Address>

<City, State, Zip/Post Code>

<Phone Number>

<Email Address>

**BILL TO**

<Contact Name>

<Client Company Name>

<Address>

<Phone>

<Email>

**PROJECT DETAILS**

<Project Name / Dept>

<Project Description>

**DATE**

**INVOICE NO.**

*<Payment terms (due on receipt, due in X days)>*

|  |
| --- |
| **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...>