

NOTARY INVOICE TEMPLATE

Your Business Name
123 Main Street
Hamilton, OH 44118
(321) 456-7890
email@youraddress.com

DATE
03/15/19

INVOICE NO.
A245

BILL TO

ATTN: Nanan / Dope
Company Name
456 Main Street
Hamilton, OH 44415
(456) 321-7890

DATE PAYMENT DUE
04/15/19

PROJECT / SERVICE DETAILS

Provide brief overview of any pertinent information regarding the project, if applicable.

DATE	DESCRIPTION OF WORK	HOURS	RATE	TOTAL
2/11/2018	Documents 1-5	2.5	\$75.00	\$187.50
3/12/2018	Other	3.0	\$50.00	\$150.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
REMARKS / INSTRUCTIONS			SUBTOTAL	\$337.50
Make checks payable to:			TAX RATE 6.18%	\$21.77
			TOTAL	\$359.27

THANK YOU

For questions concerning this invoice, please contact:
Name: (321) 456-7890, Email Address:
www.yourwebaddress.com