[Your Company Name]
[Your Company Slogan]

INVOICE

[Street Address]
[City, ST ZIP Code]
Phone **[(509) 555-0100]** Fax **[(509) 555-0101]**

INVOICE #[100]
DATE: OCTOBER 9, 2011

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:
[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Make all checks payable to [Your Company Name]
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!