

NOTARY INVOICE TEMPLATE

Your Business Name
123 Main Street
Hamilton, OH 44418
(321) 488-7800
email@address.com

DATE
03/12/18
INVOICE NO.
A248

BILL TO
ATTN: Name / Dept
Company Name
456 Main Street
Hamilton, OH 44418
(456) 321-7890

DATE PAYMENT DUE
04/12/18

PROJECT / SERVICE DETAILS

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

DATE	DESCRIPTION OF WORK	HOURS	RATE	TOTAL
3/11/2018	Document 1 &	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
				\$0.00
REMARKS / INSTRUCTIONS		SUBTOTAL		
		TAX RATE 6.45%		
Make checks payable to		TOTAL		
		\$337.50		
		\$217.77		
		\$229.27		

THANK YOU

For questions concerning this invoice, please contact
Name: (321) 488-7800, Email Address

www.yourwebaddress.com