

## NOTARY INVOICE TEMPLATE

Your Business Name  
123 Main Street  
Hamilton, OH 45412  
(321) 456-7890  
email@address.com

DATE  
03/15/12

INVOICE NO.  
A246

WILL TO

Company Name  
103 Main Street  
Hamilton, OH 44405  
(614) 271-1100

DATE PAYMENT DUE  
11/14/18

### PROJECT / SERVICE DETAILS

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

DATE	DESCRIPTION OF WORK	HOURS	RATE	TOTAL
3/15/2018	Documents 1 & 2	2.5	\$28.00	\$69.50
3/15/2018	Cover	0.0	\$0.00	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
REMARKS / INSTRUCTIONS			SUBTOTAL	\$69.50
Make checks payable to:			TAX RATE 8.45%	\$21.77
			TOTAL	\$91.27

Make checks payable to:

THANK YOU

For questions concerning this article, please contact  
 Patricia (PAT) ZIMMER, Project Assistant

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