

My Company name

My company slogan

INVOICE

DATE: September 7, 2013

INVOICE #

INV-00-12345

DUPLICATE: October 7, 2013

CUSTOMER INFO		COMPUTER INFO	
NAME:	[Name]	MAKE:	Dell
	[Company Name]	MODEL #:	Inspiron M5030
ADDRESS:	[Street Address]	SERIAL #:	521540744M
	[City, ST, ZIP Code]	ADAPTOR:	Y86
	[Phone]	BATTERY:	Yes
		RECOVERY CD's:	2
		OTHER:	Ext. HD (Backup)

JOB PERFORMED	HOURS	RATE	AMOUNT
Screen Replacement	2	75.00	150.00
OS Backup/Restore	2	25.00	75.00
			-
			-
			-
			-
			-
			-

SUBTOTAL \$ 225.00

SALES TAX RATE % 0.00

PART #	PART NAME	QTY	UNIT PRICE	AMOUNT
12345	Part Name 1	1	34.00	34.00
67890	Part Name 2	2	17.50	35.00
				-
				-
				-
				-
				-
				-

COMMENTS

Please include the invoice number as reference when paying online or by check.

SUBTOTAL \$ 02.10

SALES TAX RATE % 0.00

TOTAL LABOUR \$ 225.00

TOTAL PARTS \$ 69.10

SALES TAX \$ 22.87

TOTAL \$ 316.97

Thank you for your business!

Make all checks payable to
My Company name

Should you have any inquiries concerning this invoice, please contact: John Doe at (555)555-5555

111 Beavertown Way, County, NY, 00000

Tel: 0-000-000-0000 Fax: 0-000-000-0000 & Mail: info@mycompanyname.com Web: www.mycompanyname.com