NOTARY INVOICE TEMPLATE

Your Business Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
email@address.com

DATE
03/15/18

INVOICE NO.
A246

BILL TO
ATTN: Name / Dept
Company Name
456 Main Street
Hamilton, OH 44416
(456) 321-7890

DATE PAYMENT DUE
04/15/18

PROJECT / SERVICE DETAILS

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

DATE	DESCRIPTION OF WORK	HOURS	RATE	TOTAL
3/11/2018	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
				$0.00
			SUBTOTAL	$337.50
		TAX RATE	6.45%	$21.77
			TOTAL	$359.27

REMARKS / INSTRUCTIONS

Make checks payable to

THANK YOU

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

www.yourwebaddress.com