

# My Company name

My company slogan

# INVOICE

DATE September 7, 2013

INVOICE #

INV-00-12345

DUE October 7, 2013

## CUSTOMER INFO

NAME [Name]  
[Company Name]  
ADDRESS [Street Address]  
[City, ST ZIP Code]  
[Phone]

## COMPUTER INFO

MAKE Dell  
MODEL # Inspiron M5030  
SERIAL # 521548744M  
ADAPTOR Yes  
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	3	25.00	75.00
			-
			-
			-
			-
			-

SUBTOTAL \$ 225.00

SALES TAX RATE % 5.50

PART #	PART NAME	QTY	UNIT PRICE	AMOUNT
12345	Part Name 1	1	34.00	34.00
67890	Part Name 2	2	17.55	35.10
				-
				-
				-
				-
				-

SUBTOTAL \$ 69.10

SALES TAX RATE % 6.50

## COMMENTS

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

TOTAL LABOUR \$ 225.00

TOTAL PARTS \$ 69.10

SALES TAX \$ 25.87

**TOTAL \$ 319.97**

Thank you for your business!

Make all checks payable to  
My Company name

Should you have any enquiries concerning this invoice, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000

Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanyname.com Web: www.yourcompanyname.com