

«_CompanyName»

«_AddressLine1»

«_AddressLine2»

«_City», «_State», «_ZipCode»

«_PhoneOffice» «_PhoneFax»

«_EmailAddress» «_Website»



June 26, 2015

To:

[Customer Name]

[Customer Address Line 1]

[Customer Address Line 2]

[Customer City, State ZIP Code]

Ship to (if different address):

[Customer Name]

[Customer Address Line 1]

[Customer Address Line 2]

[Customer City, State ZIP Code]

Line Item	Description	Hours	Rate	Amount
				() ()()
				() ()()
				0 00
				0 00
				0.00
				0.00
				0.00
Subtotal				0.00
Tax				0.00
Total Due				0.00

Make all checks payable to: [Type company name here]