«_CompanyName»

«_AddressLine1»

«_AddressLine2»

«_City», «_State», «_ZipCode»

«_PhoneOffice» «_PhoneFax»

«_EmailAddress» «_Website»

June 26, 2016

To: Ship to (if different address):

[Customer Name]   **[Customer Name]**

[Customer Address Line 1]   [Customer Address Line 1]

[Customer Address Line 2]   [Customer Address Line 2]

[Customer City, State ZIP Code]   [Customer City, State ZIP Code]

Line Item	Description	Hours	Rate	Amount
				0.00
				0.00
				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]