

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 # 521540744M
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

If 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