

# NOTARY INVOICE TEMPLATE

**Your Business Name**

123 Main Street

Hamilton, OH 44116

(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 44116

(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
REMARKS / INSTRUCTIONS			<b>SUBTOTAL</b>	<b>\$337.50</b>
Make checks payable to			<b>TAX RATE</b> 6.45%	<b>\$21.77</b>
			<b>TOTAL</b>	<b>\$359.27</b>

**THANK YOU**

*For questions concerning this invoice, please contact:*

Name, (321) 456-7890, Email Address

www.yourwebaddress.com