

NOTARY INVOICE TEMPLATE

Your Business Name  
123 Main Street  
Hamilton, OH 44418  
(321) 488-7800  
email@address.com

DATE  
03/12/18  
INVOICE NO.  
A248

BILL TO

ATTN: Name / Dept  
Company Name  
456 Main Street  
Hamilton, OH 44418  
(456) 321-7890

DATE PAYMENT DUE

04/12/18

PROJECT / SERVICE DETAILS

Provide brief overview of any pertinent information regarding this project, if applicable.

DATE	DESCRIPTION OF WORK	HOURS	RATE	TOTAL
3/11/2018	Document 1 &	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
				\$0.00
REMARKS / INSTRUCTIONS			SUBTOTAL	\$337.50
Make checks payable to			TAX RATE 6.45%	\$21.77
			TOTAL	\$359.27

THANK YOU

For questions concerning this invoice, please contact  
Name: (321) 488-7800, Email Address  
www.yourwebaddress.com