[Your Company Name]

[Your Company Slogan]

[Street Address]
[City, ST ZIP Code]
Phone [(000) 555-0100] Fax [(000) 555-0101]

INVOICE

INVOICE #[100]
DATE: OCTOBER 5, 2011

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:
[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
			TOTAL

Make all checks payable to [Your Company Name].
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!