## [Your Company Name]

[Your Company Slogan]

[Street Address] [City, ST ZIP Code] Phone [(509) 555-0190] Fax [(509) 555-0191] INVOICE

INVOICE #[100] DATE: OCTOBER 9, 2011

TOTAL

TO: [Name] [Company Name] [Street Address]

[Phone]

[City, ST ZIP Code]

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

DESCRIPTION	HOURS	RATE	AMOUNT

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!