

NOTARY INVOICE TEMPLATE

Your Business Name

123 Main Street
Hamilton, OH 44416
(321) 456-7890
email@address.com

DATE
03/15/18

INVOICE NO.
A246

BILL TO

ATTN: Name / Dept
Company Name
455 Main Street
Hamilton, OH 44416
(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			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) 456-7890, Email Address

www.yourwebaddress.com