«_CompanyName»

«_AddressLine1»

«_AddressLine2»

«_City», «_State» «_ZipCode»

«_PhoneOffice» «_PhoneFax»

«_EmailAddress» «_Website»

June 26, 2015

To:	Ship to (if different address):
[Customer Name]	**[Customer Name]**
[Customer Address Line 1]	[Customer Address Line 1]
[Customer Address Line 2]	[Customer Address Line 2]
[Customer City, State ZIP Code]	[Customer City, State ZIP Code]

Line Item	Description	Hours	Rate	Amount
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Subtotal	0.00
			Tax	**0.00**
			Total Due	0.00

Make all checks payable to: [Type company name here]