

My Company name

My company slogan

INVOICE

DATE September 7, 2013

INVOICE #

INV-00-12345

DUE October 7, 2013

CUSTOMER INFO

NAME [Name]
[Company Name]
ADDRESS [Street Address]
[City, ST ZIP Code]
[Phone]

COMPUTER INFO

MAKE Dell
MODEL # Inspiron M5030
SERIAL # 521548744M
ADAPTOR Yes
BATTERY Yes
RECOVERY CD's 2
OTHER Ext. HD (Backup)

JOB PERFORMED

HOURS

RATE

AMOUNT

Screen Replacement

2

75.00

150.00

OS Backup/Restore

3

25.00

75.00

-

-

-

-

-

-

SUBTOTAL

\$

225.00

SALES TAX RATE

%

9.50

PART # PART NAME

QTY

UNIT PRICE

AMOUNT

12345 Part Name 1

1

34.00

34.00

67890 Part Name 2

2

17.55

35.10

-

-

-

-

-

-

SUBTOTAL

\$

69.10

COMMENTS

SALES TAX RATE

%

6.50

Please include the invoice number as reference when paying online or by check.

TOTAL LABOUR

\$

225.00

TOTAL PARTS

\$

69.10

SALES TAX

\$

25.87

TOTAL

\$

319.97

Thank you for your business!

Make all checks payable to
My Company name

Should you have any enquiries concerning this invoice, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000

Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanysite.com Web: www.yourcompanysite.com