

[Your Company Slogan]

[City, ST ZIP Code]

Phone [(509) 555-0190] Fax [(509) 555-0191]

INVOICE #100

DATE: OCTOBER 9, 2011

[Name]

[Street Address]

(Phone)

[Project or service description]

[P.O. #]

TOTAL

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!