

INVOICE

Invoice Date: [Your Company Name]
1st May 2010 [Address 1]
[Address 2]

[Customer Name] Invoice Number: [City][Postcode]
[Customer Address 1] INV-0001
[Customer Address 2]
[Customer City][Customer Postcode]

Description	Quantity	Price	Amount
Service One	1	100.00	100.00
Service Two (Hours)	3	40.00	120.00
Subtotal			220.00
Discount			5.00
TOTAL			215.00

Due Date: 1st Month Year

Please make checks payable to [Your Company Name]
Please remit to: [Your Business Address], [City], [Town], [Postcode]
Electronic Payments: [Your Bank Name], Account: [12345678]