

SERVICE INVOICE**Graphic Design Institute**

123 Main Street

Phone: 123-555-0123

CustomerService@tailspintoys.com

Ocean View, MO 12345

Fax: 123-555-0124

www.tailspintoys.com

Invoice No.:

34567

Invoice Date:

5/9/2019

Date Due:

6/8/2019

Bill To: Trey Research**Phone:** 432-555-0178**Invoice For:****Address:** 345 Cherry Street**Fax:** 432-555-0124

New branding research & development

Suite 123

Email: mike@treyresearch.net

Albany, SD 12345

Contact: Mike Gragg

DATE	DESCRIPTION	RATE PER HOUR	HOURS	FLAT FEE	DISCOUNT	TOTAL
5/9/2019	Logo designs	\$100.00	6		\$75.00	\$525.00
5/10/2019	Focus group costs	\$75.00	3			\$225.00
5/11/2019	Rental space for focus group			\$275.00		\$275.00

Make all checks payable to Graphic Design Institute.

Total due in <#> days. Overdue accounts subject to a service charge of <#>% per month.

Invoice Subtotal \$1,025.00

Deposit Amount \$200.00

Total **\$825.00**

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Total due in <#> days. Overdue accounts subject to a service charge of <#>% per month.

Invoice Subtotal \$1,025.00

Deposit Amount \$500.00

Total **\$525.00**