

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**