ATTENTION:

<customer>

<customer address 1>

<customer address 2>

INVOICE NUMBER: <invoice number>

DATE: <invoice date>

PROJECT TITLE: <project title>

STATEMENT OF WORK: <sow title>

TERMS: 30 days, or 14 days with 2% discount

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Unit Price | Cost |
| Hourly Labor | <hours> | $ <rate> | $ <cost> |
|  |  | Total:  Discounted Total: | $ <cost>  $ <discount cost> |

Please remit payment to:

<address>

Or via wire transfer to:

Account Number: <account\_number>

Routing Number: <routing\_number>

Thank you for your business!

**<from>**

**<from\_title>**

**<from\_email>**