|  |  |
| --- | --- |
| [Company Name] [Company slogan] | invoice |
| [Street Address]  [City, ST ZIP Code]  Phone [Enter phone] | Fax [Enter fax]  [Email] | [Website] | **INVOICE** # [Invoice No]  **DATE** [Enter date] |
| TO  {Name}  [Company Name]  [Street Address]  [City, ST ZIP Code]  Phone [Enter phone] | [Email] | **FOR** [Project or service description]  **P.O.** # [P.O. #] |

|  |  |
| --- | --- |
| Description | Amount |
| {Enter description 1} | {Enter amount} |
| {Enter description 2} | {Enter amount} |
|  |
| {Enter description 1} | {Enter amount} |
| {Enter description 2} | {Enter amount} |
| {Enter description 1} | {Enter amount} |
| {Enter description 2} | {Enter amount} |
|  |  |

Make all checks payable to {Company Name}

Payment is due within 30 days.

If you have any questions concerning this invoice, contact {Name} | [Phone] | [Email]

#### Thank you for your business!