

[COMPANY NAME]

[Street Address]
[City, State, Zip]
[Phone Number]

INVOICE

Invoice #: [0000]
Date: [Date]
Quarter: [Q1/Q2/Q3/Q4 Year]

BILL TO

[Client Name]
[Client Company]
[Address Line 1]
[Address Line 2]

PAYMENT TERMS

Due Date: [Date]
Method: [Check/Bank Transfer/Credit]

Description of Maintenance Services	Rate	Total
Scheduled Quarterly System Inspection & Performance Tuning	\$0.00	\$0.00
Security Patches & Software Updates (Period ending [Date])	\$0.00	\$0.00
Hardware Preventive Maintenance & Cleaning	\$0.00	\$0.00

Description of Maintenance Services	Rate	Total
Priority Technical Support Allotment ([X] Hours)	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Please make all checks payable to [Company Name].

Thank you for your continued business.