INVOICE

[Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Client Company]
[Address]
[Email]

PROJECT / REF:

[System Name/Ticket ID]
[Service Period]

Description of Support/Maintenance	Hours/Qty	Rate	Amount
[Service Item 1: e.g. Server Maintenance]	0.00	$0.00	$0.00
[Service Item 2: e.g. Technical Helpdesk Support]	0.00	$0.00	$0.00
[Service Item 3: e.g. Security Patching]	0.00	$0.00	$0.00

Subtotal: $0.00

Tax: $0.00

Total Due: $0.00

Payment Terms: [Net 30/Due on Receipt]

Notes: Please make checks payable to [Company Name] or pay via [Direct Deposit Info]. Thank you for your business.