

INVOICE

[Corporate Entity Name]
[Street Address]
[City, State, Zip]
[Phone Number]

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

BILL TO:

[Client Name/Company]
[Street Address]
[City, State, Zip]
[Attention/Dept]

PROPERTY DETAILS:

[Building Name]
Suite: [Number]
Period: [Start Date] - [End Date]

DESCRIPTION	QUANTITY/AREA	UNIT PRICE	AMOUNT
Monthly Base Rent - Suite [Number]	[Sq. Ft.]	[\$0.00]	[\$0.00]
Common Area Maintenance (CAM)	1	[\$0.00]	[\$0.00]
Utility Surcharge (Electric/Water)	1	[\$0.00]	[\$0.00]

DESCRIPTION	QUANTITY/AREA	UNIT PRICE	AMOUNT
Allocated Parking Spaces	[Qty]	[\$0.00]	[\$0.00]
<hr/>			
Subtotal: \$[0.00]			
Tax Rate (%): [0.00]%			
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Total Amount Due: \$[0.00]			

Payment Instructions:

Please make checks payable to [Corporate Entity Name].

For Wire/ACH transfers: [Bank Name] | Routing: [Number] | Account: [Number]

Thank you for your continued tenancy.