

INVOICE

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

Invoice #: _____

Date: __/__/20__

Due Date: __/__/20__

BILL TO:

[Client Business Name]
[Attn: Contact Person]
[Billing Address]
JOB SITE / PO:
[Property Name/Location]

PO #: _____

Description of Work / Materials	Qty/Hrs	Rate	Amount
[Labor / Service Description]	_____	\$ _____	\$0.00
[Materials / Parts Used]	_____	\$ _____	\$0.00
[Additional Line Item]	_____	\$ _____	\$0.00

Subtotal: \$0.00
Tax: \$0.00

Total Due: \$0.00

Notes / Terms: [e.g. Net 30, Warranty Info, Check Payable To]

Thank you for your business!