INVOICE

[Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO

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

PROJECT / ROOM ID

[Conference Room Name/Location]
[Installation Phase/Service Description]

Description (Hardware / Labor)	Qty	Unit Price	Amount
[Ex: 4K UHD Professional Display]	[0]	$0.00	$0.00
[Ex: Video Conferencing Soundbar & Camera]	[0]	$0.00	$0.00
[Ex: Wireless Content Sharing System]	[0]	$0.00	$0.00
[Ex: AV Integration & Programming Labor]	[0]	$0.00	$0.00

Description (Hardware / Labor)	Qty	Unit Price	Amount
[Ex: Cabling, Mounts & Consumables]	[1]	$0.00	$0.00

Subtotal: $0.00
Tax: $0.00
Total: $0.00

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to **[Company Name]**.

Wire Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Hardware remains the property of [Company Name] until full payment is received.