[Your Company Name]

[Your Company Slogan]

[Street Address]
[City, ST ZIP Code]
Phone [(509) 555-0190] Fax [(509) 555-0191]

INVOICE #[100] DATE: 27 SEPTEMBER 2016

INVOICE

TO:

cod4source.com

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:

[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Make all checks payable to [Your Company Name]
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!