

JOB INVOICE

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

CLIENT

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

[illegible]

CUSTOMER
SIGNATURE

AUTHORIZED
SIGNATURE

For questions concerning this invoice, please contact

Name: (321) 456-7890 Email Address:

DATE	
02/15/16	
INVOICE NO.	
10001	
DATE OF WORK	
BEGINNING	END
01/15/16	02/15/16
PAYMENT DUE BY	
03/15/16	

Please make check payable to
Your Company Name

DESCRIPTION OF WORK			
LABOR	HOURS	RATE	AMOUNT
Screen	3.0	50.00	150.00
Fold	1.0	20.00	20.00
			0.00
			0.00
			0.00
			0.00
			0.00
TOTAL LABOR		\$	170.00
MISCELLANEOUS CHARGES			
Proof			25.00
Revisions			75.00
TOTAL MISCELLANEOUS		\$	100.00
TOTAL MATERIALS		\$	720.00
TOTAL LABOR		\$	170.00
TOTAL MISCELLANEOUS		\$	100.00
SUBTOTAL		\$	990.00
TAX RATE			3.80%
TOTAL TAX		\$	37.62
TOTAL		\$	1,027.62