[Your Company Name]

[Your Company Slogan]

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

INVOICE #[100] DATE: 27 SEPTEMBER 2016

TO: [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.