[Your Company Name]

[Your Company Slogan]

[Street Address] [City, ST ZIP Code]

Phone [(509) 555-0190] Fax [(509) 555-0191]

INVOICE #[100] DATE: OCTOBER 9, 2011

INVOICE

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.

Thank you for your business!