

# INVOICE

**Invoice No.**  
**Date**  
**Due Date**  
**P.O. Number**

**CLIENT / BILL TO**

**AGENCY / REMIT TO**

<b>DESCRIPTION / SERVICE</b>	<b>QUANTITY/HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
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**PAYMENT INSTRUCTIONS**

Subtotal  
Tax / VAT  
Discount

**Total Due**