

# INVOICE

Invoice No. \_\_\_\_\_  
Date \_\_\_\_\_  
Due Date \_\_\_\_\_

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF SERVICES	HOURS	HOURLY RATE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal \_\_\_\_\_  
Tax / Other \_\_\_\_\_  
**Total Due** \_\_\_\_\_

**PAYMENT TERMS & INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU NOTE / CONTACT INFO**

\_\_\_\_\_