[Your Company Name]

[Your Company Slogan]

INVOICE

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

INVOICE #[**100**]
DATE: FEBRUARY 5, 2012

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!