**INVOICE**

**[COMPANY NAME]**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| Due Date: |  |
| PO No: |  |
| Work Performed: |
| Period Covered |
| From | to |
|  |  |

[Address] [Phone Number] [Contact person] [Email]

BILL TO:

[Address] [Email]

[Phone Number]

|  |  |  |  |
| --- | --- | --- | --- |
| Item Description/Materials | Quantity | Unite Price | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Tax | [Rate] |  |
| Item Total |  |
| Labor/Services | Hours | Hourly fee | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Tax | [Rate] |  |
| Item Total |  |
| Others | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Tax | [Rate] |  |
| Item Total |  |
| Terms: | Subtotal |  |
| Discount |  |
| Tax total |  |
| Paid |  |
| Payment Method: | **Total Due** |  |

***Thank you!***