**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!***