**INVOICE**

**[COMPANY NAME]**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| Due Date: |  |
| PO No: |  |
| Terms: | |
| Completed Time |  |
| [Job Description] [Job Address] [City, State Zip]  [Start Time/End Time] | |

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

**BILL TO:**

[Address] [Email]

[Phone Number]

|  |  |  |
| --- | --- | --- |
| Activity: | | Amount |
| [Vendor Name:] [Item1]  [Item1] [Item1] [Material1] [Service1] [Service2] | |  |
| [Vendor Name2:] [Item1]  [Item1] [Item1] [Material1] [Service1] [Service2] | |  |
| Notes/Comments: | Subtotal |  |
| Discount |  |
| Tax total |  |
| Paid |  |
| Payment Method: | Total Due |  |

***Thank you!***