**[COMPANY NAME]**

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

**INVOICE**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| Due Date: |  |
| PO No: |  |
| Terms: | |

***Thank you!***

|  |  |  |
| --- | --- | --- |
| BILL TO: | Ship TO: | [Job Description] [Job Address] [City, State Zip]  [Start Time/End Time] |
| [Address] | [Address] |
| [Email] | [Email] |
| [Phone Number] | [Phone Number] |

|  |  |  |  |
| --- | --- | --- | --- |
| Item Description/Materials | Quantity | Unite Price | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Labor/Services | Hours | Hourly fee | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Others | | Amount |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| Notes/Comments: | Subtotal |  |
| Discount |  |
| Tax total |  |
| Paid |  |
| Payment Method: | Shipping&hanlding |  |
| **Total Due** |  |