**INVOICE**

**[COMPANY NAME]**

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

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

BILL TO:

|  |  |
| --- | --- |
| Project Name: |  |
| Project Location: |  |
| Bill Date from |  |
| Bill Date to |  |

[Address] [Email]

[Phone Number]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vendor Company | Item  Description/Materials | Deliver Date | Quantity | Unite Price | Amount |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Labor | Descriptions | Quantity | Unite Price | Amount |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |
| --- | --- |
| Others | Amount |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Notes/Comments: | Subtotal |  |
| Discount |  |
| Tax total |  |
| Paid |  |
| Payment Method: | **Total Due** |  |

***Authorized Singature***