**INVOICE**

**[COMPANY NAME]**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| Due Date: |  |
| PO No: |  |
| Terms: | |
| Work Description: | |
| Billing Period: | |

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

**BILL TO:**

[Address] [Email]

[Phone Number]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Description/Materials | Duration of Work | | Hours | Hourly Fee | Amount |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Notes: | | | Subtotal | |  |
| Discount | |  |
| Tax total | |  |
| Paid | |  |
| Payment Method: | | | **Total Due** | |  |

***Thank you!***