

COMPANY NAME

1234 Main Street
Address Line 2
City, State Zip
Phone: (111) 222-3333
SampleCompany@Sample.com
SampleCompany.com

BILL TO
Customer Name
Company
Street Address
City, State Zip

INVOICE #: _____
Payment Status: Pending
Customer ID: ABCD789
Work Order #: 123456

INVOICE

PLEASE PAY
\$451.00

DUE BY
XX/XX/XXXX

DESCRIPTION OF WORK PERFORMED	QTY/HOURS	PRICE/RATE	AMOUNT
LABOR Labor item description (e.g. Brochure Design)	5	\$50.00	\$250.00
LABOR Another labor item description (e.g. Logo Design)	3	\$50.00	\$150.00
MATERIALS Materials expenses (e.g. Stock Image Download)	2	\$33.00	\$66.00
MISCELLANEOUS Miscellaneous expenses (e.g. Travel Expenses on 08/15/17)	3.5	\$10.00	\$35.00

TOTAL LABOR	\$400.00
TOTAL MATERIALS	\$66.00
TOTAL MISC.	\$35.00
SUBTOTAL	\$501.00
TAX RATE	0.00%
SALES TAX	\$0.00
DISCOUNT	\$50.00

TOTAL \$451.00

PAYMENT TERMS
Use this area to specify your payment terms, payment options, or include any applicable warranty information about your products.

Please make all checks payable to [company name] or find us on PayPal at [contact information].

PROJECT NOTES
Subtle specificity can go a long way in showing your attention to detail and care for the customer. This is a great spot to add a personalized thank you note to your client or add a list of future recommendations.

QUESTIONS?
Please contact [Name] at [Phone Number] or [Email Address].

THANK YOU FOR YOUR BUSINESS