[Company Name]
[Your Company Slogan]

INVOICE

[Street Address]
[City, ST ZIP Code]
Phone [phone] Fax [fax]

INVOICE #[NUMBER]
DATE:

TO:

[Customer Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]

FOR:

[Project or service description]
P.O. [Number]

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Make all checks payable to [Company Name]
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

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