



# INVOICE

123 Street Name.  
City, State Zip  
Phone: 925.555.1234  
[yourname@yourmail.com](mailto:yourname@yourmail.com)

Invoice Date: !%%InvoiceDate%%!  
Invoice Num: !%%InvoiceNo%%!  
Due Date: !%%InvoiceDueDate%%!  
InvoiceTerms: !%%InvoiceTerms%%!

## Invoice To

attn: !%%InvoiceCompanyName%%!  
!%%InvoiceBillingAddress%%!  
!%%InvoiceCity%%!, !%%InvoiceState%%! !%%InvoiceZipCode%%!  
!%%InvoiceE-mail%%!

!%%START\_InvoiceProjects%%!

PO Num: !%%InvoiceProjectPO%%!

Project Name: !%%InvoiceProjectName%%!

Billing Type: !%%InvoiceProjectBillingType%%!

Date	Description	Rate	Hours
!%%START_InvoiceWork%%!			
!%%InvoiceWorkDate%%!	!%%InvoiceWorkDescription%%!	!%%InvoiceWorkRate%%!	!%%InvoiceWorkHours%%!
!%%END_InvoiceWork%%!			

Total Hours: !%%InvoiceWorkTotalHours%%!

!%%END\_InvoiceProjects%%!

Amount:  
Subtotal:  
Discount:  
Total After Discount:  
Tax:  
PST  
Previous Retainer  
Balance:  
Total New Work:  
Previous Balance:  
Last Payment:  
**Current Balance:**

!%%InvoiceTotalToPayBeforeDiscount%%!
!%%InvoiceTotalPayablePreTaxBeforeDiscount%%!
!%%InvoiceDiscountPreTax%%!
!%%InvoiceTotalPayablePreTax%%!
!%%InvoiceTax%%!
!%%InvoicePST%%!
!%%InvoicePrevRetainerBalance%%!
!%%InvoiceRetainerTotalBalance%%!
!%%InvoicePreviousBalance%%!
!%%InvoiceLastPayment%%! !
!%%InvoiceCurrentBalance%%!

Notes: !%%InvoiceNotes%%!

Thank you for your business!