

# INVOICE



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

## Bill To

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

## Invoice Details

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

## Ship To

!%%InvoiceShippingAddress%%!

Notes: !%%InvoiceNotes%%!

!%%START\_InvoiceProjects%%!

PO Num.	Project Name	Billing Type	Rate
!%%InvoiceProjectPO%%!	!%%InvoiceProjectName%%!	!%%InvoiceProjectBillingType%%!	!%%InvoiceProjectRate%%!

## Work hours

!%%START\_InvoiceWork%%!  
!%%END\_InvoiceWork%%!

## Date

!%%InvoiceWorkDate%%!

## Description

!%%InvoiceWorkDescription%%!

## Hours

!%%InvoiceWorkHours%%!

## Total Hours

!%%InvoiceWorkTotalHours%%!

## Expenses

!%%START\_InvoiceExpenses%%!  
!%%END\_InvoiceExpenses%%!

## Date

!%%InvoiceExpenseDate%%!

## Description

!%%InvoiceExpenseDescription%%!

## Amount

!%%InvoiceExpenseAfterTax%%!

## Total Expenses

!%%InvoiceExpenseTotal%%!

## Travel

!%%START\_InvoiceTravel%%!  
!%%InvoiceTravelDate%%!  
!%%END\_InvoiceTravel%%!

## Date

!%%InvoiceTravelDescription%%!

## Description

## Miles

!%%InvoiceTravelDistance%%!

## Total Travel

!%%InvoiceTravelTotal%%!

!%%END\_InvoiceProjects%%!

## TOTALS

Amount  
Subtotal  
Discount  
Total After Discount  
Tax  
PST  
Retainer Balance

!%%InvoiceTotalToPayBeforeDiscount%%!  
!%%InvoiceTotalPayablePreTaxBeforeDiscount%%!  
!%%InvoiceDiscountPreTax%%!  
!%%InvoiceTotalPayablePreTax%%!  
!%%InvoiceTax%%!  
!%%InvoicePST%%!  
!%%InvoicePrevRetainerBalance%%!

## Total Due

!%%InvoiceTotalPayable%%!

Thank you for your business!