

INVOICE



123 Street Name.
City, State Zip
Phone: 925.555.1234
yourname@yourmail.com

Bill To

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

Ship To

!%%InvoiceShippingAddress%%!

Invoice Details

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

Notes: !%%InvoiceNotes%%!

!%%START_InvoiceProjects%%!

PO Num.	Project Name	Billing Type	Rate
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!%%InvoiceProjectPO%%!

!%%InvoiceProjectName%%!

!%%InvoiceProjectBillingType%%!

!%%InvoiceProjectRate%%!

Work hours

!%%START_InvoiceWork%%!

Date

!%%InvoiceWorkDate%%!

Description

!%%InvoiceWorkDescription%%!

Hours

!%%InvoiceWorkHours%%!

!%%END_InvoiceWork%%!

Total Hours

!%%InvoiceWorkTotalHours%%!

Expenses

!%%START_InvoiceExpenses%%!

Date

!%%InvoiceExpenseDate%%!

Description

!%%InvoiceExpenseDescription%%!

Amount

!%%InvoiceExpenseAfterTax%%!

!%%END_InvoiceExpenses%%!

Total Expenses

!%%InvoiceExpenseTotal%%!

Travel

!%%START_InvoiceTravel%%!

Date

!%%InvoiceTravelDate%%!

Description

!%%InvoiceTravelDescription%%!

Miles

!%%InvoiceTravelDistance%%!

!%%END_InvoiceTravel%%!

Total Travel

!%%InvoiceTravelTotal%%!

!%%END_InvoiceProjects%%!

TOTALS

Amount

!%%InvoiceTotalToPayBeforeDiscount%%!

Subtotal

!%%InvoiceTotalPayablePreTaxBeforeDiscount%%!

Discount

!%%InvoiceDiscountPreTax%%!

Total After Discount

!%%InvoiceTotalPayablePreTax%%!

Tax

!%%InvoiceTax%%!

PST

!%%InvoicePST%%!

Previous Retainer Balance:

!%%InvoicePrevRetainerBalance%%!

Total New Work:

!%%InvoiceRetainerTotalBalance%%!

Previous Balance:

!%%InvoicePreviousBalance%%!

Last Payment:

!%%InvoiceLastPayment%%!

Current Balance

!%%InvoiceCurrentBalance%%!

Thank you for your business!