



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

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

Bill to	Ship To
attn: !%%InvoiceCompanyName%%! !%%InvoiceBillingAddress%%! !%%InvoiceCity%%!, !%%InvoiceState%%! !%%InvoiceZipCode%%! !%%InvoiceE-mail%%!	!%%ShippingAddress%%!

Project	
PO Num:	!%%InvoiceProjectPO%%!
Project Name:	!%%InvoiceProjectName%%!
Billing Type:	!%%InvoiceProjectBillingType%%!
Rate:	!%%InvoiceProjectRate%%!
Total:	!%%InvoiceProjectTotal%%!

Work hours

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

Total Hours
!%%InvoiceWorkTotalHours%%!

Expenses

Date	Description	Tax	Amount
!%%START_InvoiceExpenses%%!			
!%%InvoiceExpenseDate%%!	!%%InvoiceExpenseDescription%%!	!%%InvoiceExpenseTax%%!	!%%InvoiceExpenseAfterTax%%!
!%%END_InvoiceExpenses%%!			

Total Expenses
!%%InvoiceExpenseTotal%%!

Travel

Date	Description	Miles	Tax
!%%START_InvoiceTravel%%!			
!%%InvoiceTravelDate%%!	!%%InvoiceTravelDescription%%!	!%%InvoiceTravelDistance%%!	!%%InvoiceTravelTax%%!
!%%END_InvoiceTravel%%!			

Total Travel
!%%InvoiceTravelTotal%%!

!%%END_InvoiceProjects%%!

TOTALS							
Amount	Tax (!%%InvoiceTaxRate%%!)	PST	Previous Retainer Balance	Total New Work	Previous Balance	Last Payment	Current Balance
!%%InvoiceTotalPayablePreTax%%!	!%%InvoiceTax%%!	!%%InvoicePST%%!	!%%InvoicePrevRetainerBalance%%!	!%%InvoiceRetainerTotalBalance%%!	!%%InvoicePreviousBalance%%!	!%%InvoiceLastPayment%%!	!%%InvoiceCurrentBalance%%!

Notes: !%%InvoiceNotes%%!

Thank you for your business!