



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

| INVOICE | |
|---------------|-------------------------|
| Invoice Date: | !% % InvoiceDate% %! |
| Invoice Num: | !% % InvoiceNo% %! |
| Due Date: | !% % InvoiceDueDate% %! |
| InvoiceTerms: | !% % 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 | Retainer Balance | Total Due |
| !% % InvoiceTotalPayablePreTax% %! | !% % InvoiceTax% %! | !% % InvoicePST% %! | !% % InvoicePrevRetainerBalance% %! | !% % InvoiceTotalPayable% %! |

Notes: !% % InvoiceNotes% %!

Thank you for your business!