

COMPANY NAME



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

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

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

Work hours

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

Total Hours

!% InvoiceWorkTotalHours%!

Expenses

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

Total Expenses

!% InvoiceExpenseTotal%!

Travel

Date	Description	Miles
!% InvoiceTravelDate%!	!% InvoiceTravelDescription%!	!% InvoiceTravelDistance%!

Total Travel

!% InvoiceTravelTotal%!

Materials

Date	Description	Cost	Tax
!% InvoiceMaterialDate%!	!% InvoiceMaterialDescription%!	!% InvoiceMaterialCost%!	!% InvoiceMaterialTax%!

Total Materials

!% InvoiceMaterialsTotal%!

Notes

!% InvoiceNotes%!

Totals

Amount:	!% InvoiceTotalToPayBeforeDiscount%!
Subtotal:	!% InvoiceTotalPayablePreTaxBeforeDiscount%!
Discount:	!% InvoiceDiscountPreTax%!
Total After Discount:	!% InvoiceTotalPayablePreTax%!
Tax:	!% InvoiceTax%!
PST:	!% InvoicePST%!
Retainer Balance:	!% InvoicePrevRetainerBalance%!
Total Due:	!% InvoiceTotalPayable%!

Thank you for your business!