

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%%!
InvoiceTerms: !%%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%%! |
| Previous Retainer Balance: | !%%InvoicePrevRetainerBalance%%! |
| Total New Work: | !%%InvoiceRetainerTotalBalance%%! |
| Previous Balance: | !%%InvoicePreviousBalance%%! |
| Last Payment: | !%%InvoiceLastPayment%%! |
| Current Balance: | !%%InvoiceCurrentBalance%%! |

Thank you for your business!