<Company>

INVOICE

<Address1> <Address2>
<City>, <State> <PostalCode>
Phone <WorkPhone>

DATE: 1/25/12
INVOICE # <Invoice #>

Bill To:
<CustCompany>
Attn. <CustFirst> <CustLastName>
<CustAddress1> <CustAddress2>
<CustCity>, <CustState> <CustPostalCode>
<CustWorkPhone>

For:
<What you are billing client for here>

DESCRIPTION	HOURS	RATE	AMOUNT
		TOTAL	

Special:

Make all checks payable to **<Company>**
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!