YOUR COMPANY NAME

|  |  |  |
| --- | --- | --- |
| BILL TOCustomer NameCustomer Company Name 1234 Main StreetPhiladelphia, PA 19147 | INVOICE #789ISSUE DATE: 8.28.17DUE DATE: 9.28.17WORK ORDER #: ABCD789 | PROJECT NOTESSubtle specificity can go a long way. This is a great spot to add a personalized thank you note to your client. |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | HOURS | RATE | AMOUNT |
| Item name and description goes here | 3 | $20 | $60 |
| Item name and description goes here | 1 | $20 | $20 |
| Item name and description goes here | 2 | $40 | $80 |
| Item name and description goes here | 3 | $20 | $60 |
| Item name and description goes here | 1 | $20 | $20 |

|  |  |  |  |
| --- | --- | --- | --- |
| Thank you for your business!PAYMENT DATE: 9.28.17Please make all checks payable to [company name], or find us on PayPal at [handle]. | SUBTOTAL | $240 |  |
| DISCOUNT (10%) | $24 |  |
| SALES TAX | $X |  |
| SHIPPING | $X |  |
| TOTAL | $216 |  |

YOUR COMPANY NAME

1234 Main Street, Suite 100 •Philadelphia, PA 19147 • (111) 222-3333

SampleCompany@Sample.com •SampleCompany.com

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