Invoice

**BILL TO**

Customer Name 1234 Main Street

Customer Company Name Suite 100

111.222.3456 Philadelphia, PA 19147

**INVOICE NUMBER** 789

**PAYMENT STATUS** Pending

**ISSUE DATE** 8.28.17

**CUSTOMER ID** ABCD

**WORK ORDER #** 123465

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **HOURS** | **RATE** | **AMOUNT** |
| Item name and description goes here | 3 | $25.00 | $75.00 |
| Item name and description goes here | 1 | $25.00 | $25.00 |
| Item name and description goes here | 2 | $25.00 | $50.00 |
| Item name and description goes here | 3 | $33.00 | $99.00 |
| Item name and description goes here | 1 | $33.00 | $33.00 |
|  |  | **SUBTOTAL** | $282.00 |
|  | **PROJECT NOTES**  This is a great spot to add a personalized thank you  note to your client.  **QUESTIONS?**  Please contact [Name] at [Phone Number]  or [Email Address]. | **DISCOUNT (10%)** | -$28.20 |
|  |  | TOTAL | $258.80 |

# Company

Name

1234 Main Street, Suite 100

Philadelphia, PA 19147

111.222.3333

[SampleCompany@Sample.com](mailto:SampleCompany@Sample.com)  
SampleCompany.com

Thank you for your business!

**PAYMENT DUE BY: 9.28.17**

Please make all checks payable to [company name],   
or find us on PayPal at [handle].