

**[Your Company Name]**

*[Your Company Slogan]*

[Street Address]

[City, ST ZIP Code]

Phone [(509) 555-0190] Fax [(509) 555-0191]

# INVOICE

INVOICE #[100]

DATE: MAY 30, 2011

**TO:**

[Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone]

**FOR:**

[Project or service description]

[P.O. #]

DESCRIPTION	AMOUNT
TOTAL	

Make all checks payable to **[Your Company Name]**

Payment is due within 30 days.

If you have any questions concerning this invoice, contact **[Name, phone number, e-mail]**

**Thank you for your business!**