

[Your Company Name]
[Your Company Slogan]

INVOICE

[Street Address]
[City, ST ZIP Code]
Phone [111.123.1234] Fax [111.123.1235]

INVOICE #[100]
DATE: JULY 15, 2008

TO:
[Name]
[Company]
"[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!