|  |  |
| --- | --- |
|  | INVOICE |
|  | Invoice #Date: [Insert Date] |
| [Insert Company Name and Address] |  |

|  |  |
| --- | --- |
| To: [Insert Recipient’s Name and Address] | For: [Insert Description of Services Rendered] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **DATE** | **HOURS** | **RATE/FEE** | **AMOUNT** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total** | **$\_\_\_\_** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Make all checks payable to **[Insert Your Company Name]** |
| **Thank you!** |