



# Your Company

## Invoice

**Bill To:**

Client Name  
Address  
City, ST Zip

**Invoice #:** 0001  
**Invoice Date:** 5/6/03  
**Customer ID:** ClientID

Date	Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID
5/6/03			J. Q. Public		N/A	C.O.D.	

Quantity	Item	Units	Description	Discount %	Taxable	Unit Price	Total
1	Training		3 Hours of Training			\$50.00/hour	\$150.00
1	Photos		1 Hour of Digital Photography.			\$25.00/hour	\$25.00
1	WebDev		8 Hours of Website Development	20%		\$50.00/hour	\$320.00

<b>Subtotal</b>	\$495.00
<b>Tax</b>	
<b>Shipping</b>	
<b>Miscellaneous</b>	
<b>Balance Due</b>	\$495.00

**REMITTANCE**

**Customer ID:**

**Date:**

**Amount Due:** \$247.50

**Amount Enclosed:**

Your Company	Phone: 101-555-1212
Your Address	Email: You@yourcompany.com
City, ST Zip	

**Your Company**