<<Your company name>>

<<Your company address line 1>>

<<Your company address line 2>>

<<Your contact details>>

Bill To: Invoice Number:

                                                  Invoice Date:

                                                  PO Ref Number:

                                                  Due Date:

Item Number	Item Description	Hours Billed	Hourly Rate	Total Cost

Invoice Total _____

Less Discount _____

Less Advance Paid _____

Reimbursements _____

Subtotal

Tax Type

Tax Rate

Tax Amount _____

Invoice Total _____

Payment Terms:

Payment Instructions: