**My Company name INVOICE**

My Company Slogan

DATE September 7,20\*\* INVOICE # #INV-00-12345  
DUE October 7 , 20\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CUSTOMER INFO | | | CUSTOMER INFO | | | |
| NAME | [Name] | | MAKE | | Dell | |
|  | [company Name] | | MODEL # | | Inspiration M5030 | |
| ADDRESS | [Street Address] | | SERIAL# | | 521548744M | |
|  | [city, ST ZIP Code] | | ADAPTOR | | Yes | |
|  | [Phone] | | BATTERY | | Yes | |
|  |  | | RECOVERY CD’s | | 2 | |
|  |  | | OTHERS | | Ext. HD (Backup) | |
| JOB PERFORMED | | | HOURS | RATE | | AMOUNT |
| Labour | | | 2 | 75.00 | | 150..00 |
|  | | | 3 | 25.00 | | 75.00 |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | |  | SUBTOTAL | $ | | 225.00 |
|  | |  | SALES TAX RATE | % | | 9.50 |
| PART # | | PART NAME | QTY | UNIT PRICE | | AMOUNT |
| 12345 | | Part Name 1 | 1 | 34.00 | | 34.00 |
| 67890 | | Part Name 2 | 2 | 17.55 | | 35.10 |
|  | |  |  |  | | - |
|  | |  |  |  | | - |
|  | |  |  |  | | - |
|  | |  |  |  | | - |
|  | |  |  |  | | - |
|  | |  |  |  | | - |
|  | |  | SUBTOTAL | $ | | 69.10 |
| COMMENTS | |  | SALES TAX RATE | % | | 6.50 |
| Please include the invoice number as reference when paying online or by check | | | TOTAL LABOUR | $ | | 225.00 |
| Thank you for your business! | | | TOTAL PARTS | $ | | 69.10 |
| SALES TAX | $ | | 25.87 |
| Total | $ | | 319.97 |
|  | | |  |

Make all check payable to  
My Company name

Should you have any enquiries concerning this invoice, please contact john Due on 0-000-000-0000

111 Street, Town/City, Country, ST, 0000  
Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: [info@yourcompanysite.com](mailto:info@yourcompanysite.com) Web: yourcimpanysite.com