**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 Web: yourcimpanysite.com