

Company: \_\_\_\_\_

# IT INVOICE

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Invoice # \_\_\_\_\_

Date: \_\_\_\_\_

## Client / Customer

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

## PRODUCTS (MATERIALS)

Description	Quantity	\$ / Unit	Amount
			PRODUCTS

## LABOR

Description	Hours	\$ / Hour	Amount
			LABOR

Comments or Special Instructions:

\_\_\_\_\_

SUBTOTAL

DISCOUNT

TAX

**TOTAL**

Payment is due within \_\_\_\_ days.

Thank you for your business!