

# Company Name

Street Address  
City, State Zip  
Phone Number  
e-mail/web address

# INVOICE

DATE: February 8, 2005

To:

Customer Name Here  
Customer Address Here  
Customer Address Here  
Customer City, State, Zip Code Here

Ship to (if different address):

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
			0.00
			0.00
			0.00
			0.00
			0.00
SUBTOTAL			0.00
SALES TAX			0.00
SHIPPING & HANDLING			
<b>TOTAL DUE</b>			<b>\$ 0.00</b>

Please detach portion below (cut at line) and send with your remittance. Use envelope provided.

Name

Account Number:

Address

Amount Due: \$ 0.00

City, State, Zip

Amount Enclosed:

CHECK HERE IF CHANGE OF ADDRESS

If you have any questions regarding this bill,  
please contact:

Name

Title

000.000.0000, ext. 0000

**Mail Payment to:**

Your Company Name

Your Company Address

Your Company City, State, Zip

Attn: Accounts Receivable

**Thank You For Your Business!**

Note: You will after entering the hours and rate you will need to right-click once on the number in the "amount" column and click on "update field" to automatically calculate the total. Delete these sentences in Red from this form after you understand how to "update field" to get the totals.