

First and Last Name  
Company Name  
Address Line 1  
Address Line 2  
Phone number  
Email

**Invoice: (Number)**  
**Date: (Date submitted)**

<b>To:</b>	Company Name
	Company Address
	Company Address
	Company Phone
	Company Email

<b>For:</b>	Job Number
	Job Name
	Job Location

Description	Hours	Rates	Amount
Date, Task, and Activity			
<i>Example: 5.30.19, Load in for Band A.</i>			
Date, Task, and Activity			

<b>Total:</b>
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Per Diam	Days	Rates
Description such as dates	4	per website

<b>Total:</b>
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<b>Total amount to be paid:</b>
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***Make all checks payable to: Your name or Company Name***

***All invoices due within Net 30, overdue invoices will be charged a 10% late fee***