|  |  |  |
| --- | --- | --- |
| **COMPANY NAME** | |  |
|  |  | **TOTAL DUE** |
| 1234 Main Street  Suite 100  Philadelphia, PA 19147 | Phone: (111) 222-3333  [SampleCompany@Sample.com](mailto:SampleCompany@Sample.com)  SampleCompany.com | $273.18 |

**BILL TO**

[Name] [Company Name] [Phone Number]

[Street Address] [Address 2]

[City, State Zip]

**INVOICE NUMBER ORDER NUMBER ORDER DATE**

**COMPLETION DATE**

789

ABCD789 10/28/17

12/22/17

**DAY WORK**

**CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS** | **QTY** | **PRICE** | **TOTAL** |
| Sheathing Plywood (Common: 15/32 in. x 4 ft. x 8 ft.) | 6 | $25.95 | $155.70 |
| 2 in. x 4 in. x 8 ft. #2 Pressure-Treated Lumber | 4 | $4.62 | $18.48 |
|  |  |  |  |
| **LABOR** | **HOURS** | **RATE** | **AMOUNT** |
| Wall Repair | 3 | $33.00 | $99.00 |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **THANK YOU FOR YOUR BUSINESS!**  **PAYMENT TERMS** Please make all checks payable to [company name],  or find us on PayPal at [handle].  Use this area to specify your payment terms, payment  options, or include any applicable warranty information.  **QUESTIONS?** Please contact [Name] at [Phone] or [Email Address].  **PROJECT NOTES** Subtle specificity can go a long way. This is a great spot  to add a personalize thank you note to your client. | **TOTAL MATERIALS** | $174.18 |
| **TOTAL LABOR** | $99.00 |
| **TAX (0.00%)** | $0.00 |
| **TOTAL** | **$273.18** |
| **PAYMENT DUE BY** | 1/22/18 |
| **WORK PERFORMED BY** | Name |
| **SIGNATURE** | |