

[Your Company Name]

[Your Company Slogan]

[Street Address]

[City, ST ZIP Code]

Phone [(509) 555-0190] Fax [(509) 555-0191]

INVOICE

INVOICE #[100]

DATE: NOVEMBER 8, 2011

TO:

University of Mary Washington

Accounts Payable Department

1301 College Avenue

Fredericksburg, VA 22401

FOR:

[Project or service description]

[P.O. #]

DESCRIPTION	AMOUNT
TOTAL	

Make all checks payable to **[Your Company Name]**

Payment is due within 30 days.

If you have any questions concerning this invoice, contact **[Name, phone number, e-mail]**

Thank you for your business!