

Sample Invoice – Service

ANY COMPANY, INC.
SERVICES
123 Any St., Anytown, ST XXXXX

Please Remit Payments to:
P.O. Box XXXXX
Anytown, ST XXXXX-XXXX

INVOICE

Invoice Number: XXXXXXXX
Invoice Date: 7/31/2008
P.O. Number: 4500000000 **1**
Any Company Job No. XXXXXXXX
Billing Period From: 6/29/2008
To: 7/5/2008
Vendor Number: XXXXXXXX

| PO LINE DETAIL | | | |
|----------------|-----------------------------------|--------|------------|
| Line Item # | PO Line Description | Region | Item Total |
| 00010 | T&E All Electricals July-Dec 2008 | Rurals | \$148.80 |

| T & E Details | | | | | | |
|---------------|----------------|--------------|--------------|------------------|----------|----------|
| Date | Service Line # | Daily Number | Order Number | Units of Measure | Quantity | Total |
| 6/30/08 | 10 | 000344352 | TD24436 | AU | 1 | \$148.80 |

Invoice Total **\$148.80**

INVOICE FOR SERVICES MUST INCLUDE:

- 1** P.O. Number (Always starts with a 45 and is 10 digits long)
- 2** Line Items and descriptions that correspond to the contract
- 3** Receipts, timesheets, and other appropriate back-up, if required

Sample Invoice – Material

ANY COMPANY, INC.
MATERIALS
123 Any St., Anytown, ST XXXXX

Please Remit Payments to:
P.O. Box XXXXX
Anytown, ST XXXXX-XXXX

INVOICE

Invoice Number: XXXXXXXX
Invoice Date: 7/31/2008
P.O. Number: 4500000000 **1**
Any Company Job No. XXXXXXXX
Billing Period From: 6/29/2008
To: 7/5/2008
Vendor Number: XXXXXXXX

| PO LINE DETAILS | | | | | | | |
|-----------------|-----------------|----------------------------------|-------------|---------------|-----|------------------|-------------------|
| Line Item # | Material Number | Description | PO Quantity | Delivery Date | UOM | Order Unit Price | Value |
| 00010 | 10141995 | BELT, FIELD SERVICE, 36" LG SIZE | 100 | 10/21/2008 | EA | \$8.75 | \$875.00 |
| 00020 | 10141997 | BELT, FIELD SERVICE, 40" LG SIZE | 100 | 10/21/2008 | EA | \$8.75 | \$875.00 |
| 00030 | 10142000 | BELT, FIELD SERVICE, 46" LG SIZE | 100 | 10/21/2008 | EA | \$8.75 | \$875.00 |
| | | | | | | | \$2,625.00 |

Invoice Total **\$2,625.00**

INVOICE FOR MATERIALS MUST INCLUDE:

- 1** P.O. Number (Always starts with a 45 and is 10 digits long)
- 2** Line Items and descriptions that correspond to the contract
- 3** Material receipts and other appropriate back-up, if required