

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

EIN [your EIN] · W-9 on file

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

PO # [client's PO number]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

ENGAGEMENT

[Plan — devices, servers, tenant]

Period: [month] · Your contact: [name]

[Projects this period, with dates]

DESCRIPTION	QTY	RATE	AMOUNT
Managed IT plan — workstations [What's covered · devices × rate]			
Managed IT plan — server(s) [Monitoring, patching, backup]			
Project labor — [what, when] [Hours × rate, or the fixed project price]			
On-site visit — [reason] [If outside the plan]			
Hardware — [item, model, serial] [Resold; taxable in most states]			
Software licenses — [product, seats] [Per seat per month, resold]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Net 30 — due MM/DD. ACH details, or how to pay.]

NOTES

[Devices added or removed; what changes next month's plan.]