

The Numbers Add Up

1077 Truth St
Metropolis, New York
Phone 555-5765
Fax 555-2301

INVOICE #345A3
DATE: 8/14/2017

FOR: AUDIT & DOCUMENT CHARGES JULY
P.O. # A4252

DESCRIPTION	HOURS	RATE	AMOUNT
Quarterly Audit	8	\$120	\$960
Document Preparation	1	\$120	\$120
Electronic Document conversion	.5	\$120	\$60
TOTAL			\$1140

Note: Minimum billing interval is 15 minutes.

Make all checks payable to Acme Accounting Services
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!

AP APPROVAL BY: _____

DATE: _____

