

## The Numbers Add Up

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

# INVOICE

INVOICE #345A3  
DATE: 10/12/2018

**TO:**  
Chris Smith  
ABC Corporation  
1 Customer Ave  
Metropolis, New York  
(457) 555-0187

**FOR: AUDIT & DOCUMENT CHARGES DECEMBER**  
**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!**

**APPROVAL:** \_\_\_\_\_

DATE: \_\_\_\_\_