

# EMPLOYEE HOURS INVOICE

**DETAILS**

DATE: \_\_\_\_\_  
 INVOICE NO. \_\_\_\_\_

**FROM**

COMPANY: \_\_\_\_\_  
 ATTN: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

**BILL TO**

COMPANY: \_\_\_\_\_  
 ATTN: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

DESCRIPTION	HOURS	RATE (\$/HR)	AMOUNT (\$)
<b>NOTES:</b> _____ _____ _____		<b>SUBTOTAL</b>	
		<b>DISCOUNT</b>	
		<b>TAX / VAT</b>	
		<b>TOTAL</b>	

THANK YOU FOR YOUR BUSINESS

