

# COMPANY NAME & LOGO

Street Address  
City, State ZIP  
Phone

## INVOICE

INVOICE # 12345  
DATE 12/25/2020

<b>JOB LOCATION</b>			<b>BILL TO:</b> Company Name Street Address City, State ZIP
Job Location Address City, State ZIP			
<b>P.O. #</b>	<b>TERMS</b>	<b>JOB NO.</b>	
6789	Net 30	1111	
<b>VENDOR CONTACT</b>			
VENDOR CONTACT NAME, email address, phone number			

CONTRACT VALUE (Not to Exceed): \$20,000.00

DUE DATE: 1/25/2021

### COST DETAIL:

#### Labor: XYZ Company

DESCRIPTION (including dates performed)	QUANTITY	RATE	AMOUNT
Installation (10/20/2020-10/30/2020)	20.00 hrs	\$100.00	\$2,000.00
Programming (9/30/2020-10/31/2020)	30.00 hrs	\$50.00	\$1,500.00
Project Management (8/30/2020-11/2/2020)	10.00 hrs	\$50.00	\$500.00

**TOTAL LABOR: \$4,000.00**

#### Parts and Materials (\*Itemized)

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Part #1	1	\$500.00	\$500.00
Part #2	100	\$10.00	\$1,000.00
Material #1	250	\$8.00	\$2,000.00
Material #2	2	\$250.00	\$500.00

**TOTAL MATERIAL: \$4,000.00**

#### Sub-Contractor

*\*Sub-contractor invoices should be attached separately.*

SUB-CONTRACTOR	INVOICE NUMBER	AMOUNT
A&B Electrical	Invoice 9930	\$9,000.00
Markup	5%	\$450.00

**TOTAL SUB-CONTRACTOR: \$9,450.00**

**NET AMOUNT DUE: \$17,450.00**

***[Optional addition for projects using in-house labor,  
defined as time from the customer's own staff on the ADR project]***

***In-House Labor***

DESCRIPTION & STAFF TITLE	DATES PERFORMED	QUANTITY	RATE	AMOUNT
Database	10/25/2020-11/2/2020			
Project Manager I		10.00 hrs	\$10.00	\$100.00
Senior Project Manager		10.00 hrs	\$50.00	\$500.00
Graphics	9/30/2020-11/1/2020			
Project Manager I		50.00 hrs	\$10.00	\$500.00
Senior Project Manager		20.00 hrs	\$50.00	\$1000.00
Testing	9/1/2020-11/2/2020			
Project Manager II		100.00 hrs	\$20.00	\$2000.00

***TOTAL IN-HOUSE LABOR: \$4,100.00***