YOUR LOGO HERE

Appendix I

INVOICE

[Your Company Name]

[Your Company Slogan]

INVOICE # [100]
DATE: SEPTEMBER 25, 2007

[Street Address], [City, ST ZIP Code]
Phone [000.000.0000] Fax [000.000.0000]
[e-mail]

TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		SUBTOTAL	
		SALES TAX	
		TOTAL	

Make all checks payable to [Your Company Name]
THANK YOU FOR YOUR BUSINESS!

Appendix I-1

Invoice

Invoice #: 101

Date:

To: New York University _____ Student Council

RE: DJ Services on January 26, 200_

John Doe will perform D.J. services for New York University on January 26, 200_ staring at 8PM and ending at 12 AM, at Rosenthal Pavilion. Our price includes light show effect and equipment rental. The agreed upon fee is $500 (Five Hundred Dollars). My social security number is 123-45-6789. Please have check available the day of the event. Check should be made payable to Jane Doe.

Jane Doe
174 NYU Street
New York, NY 10012

_____

Jane Doe Date