|  |  |
| --- | --- |
| Your Company Name | Your Address  City, State Zip |

|  |  |
| --- | --- |
| **Client Name**  Address  City, State Zip | **BALANCE DUE**  Upon Receipt  $0.00 |

Notes

Use this space for comments to your client.

|  |  |  |  |
| --- | --- | --- | --- |
| Item / Item Description | Qty / Hr Rate | Unit Cost | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal | $0.00 |
|  |  | Tax - 0% | $0.00 |
|  |  | TOTAL | $0.00 |