



**Bill to:**

Business Name  
Address Line 1  
Address Line 2

<b>INVOICE</b> #####	<b>INVOICE DATE</b> Month day, year
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**Project address:**

Business Name  
Address Line 1  
Address Line 2

**Payment term:** Net 30

**Due date:** mm/dd/yy

**Scope of work:**

[Summarize work performed]

CODE	DESCRIPTION	QTY	PRICE	TOTAL
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00

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CODE	DESCRIPTION	QTY	PRICE	TOTAL
XXX-XXX	[Description of work]	0.00	\$00.00	\$00.00
RR	Retainage Receivable	0.00	\$00.00	\$00.00
SUB-TOTAL				\$00.00
TAX				\$00.00
TOTAL DUE				\$00.00
BALANCE DUE				\$00.00

**Payment Terms & Conditions:** Net 30, unless indicated otherwise in the contract. If payment is not received as outlined in the contract then interest will be applied to any remaining balance until the invoice has been paid in full.

**Exclusions:** Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the original estimate.

**Limited Material Warranty:** All raw materials, parts and equipment provided by us and installed in conjunction with the Work outlined above, if any, are guaranteed by the Manufacturer for one (1) year unless indicated otherwise in writing.

**Limited Labor Warranty:** Labor and workmanship provided by us in conjunction with the Work outlined above will be guaranteed for a period of one (1) year from completion of work unless indicated otherwise in writing. Warranty will not be honored if work performed has been altered or tampered with.

Should you have any technical, pricing or scheduling questions, please don't hesitate to contact us directly.

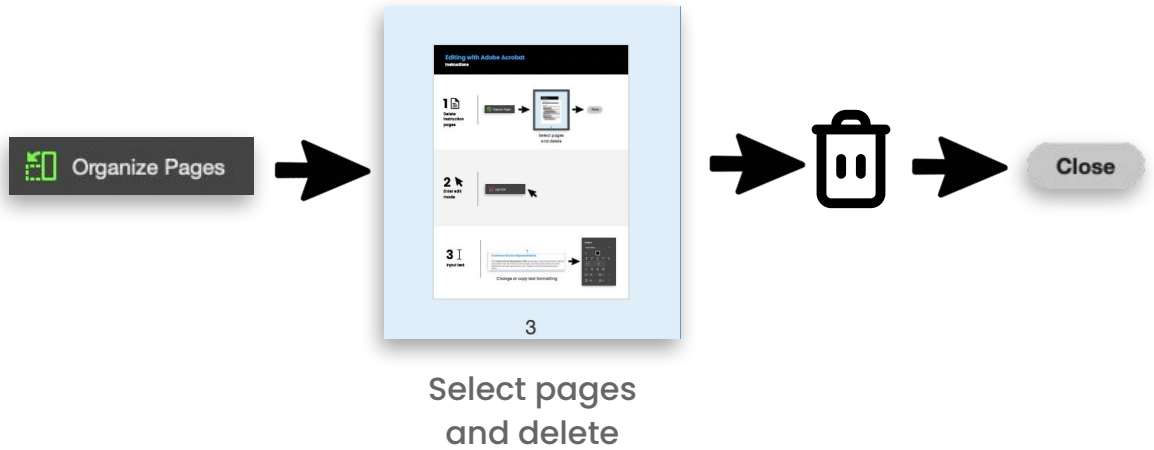
We appreciate this opportunity and look forward to continuing to work with you on this and other related projects within the scope of our capabilities.

# Editing with Adobe Acrobat

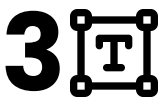
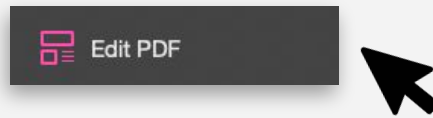
## Instructions



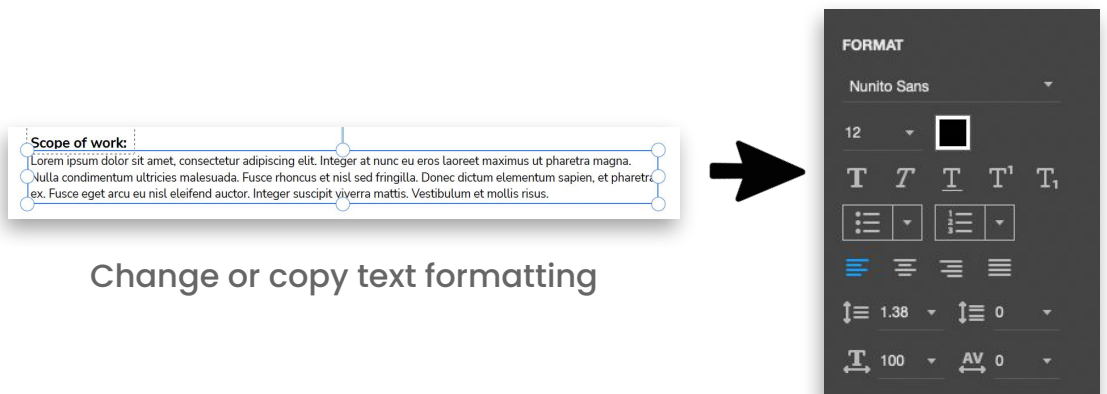
Delete instruction pages



Enter edit mode



Input text

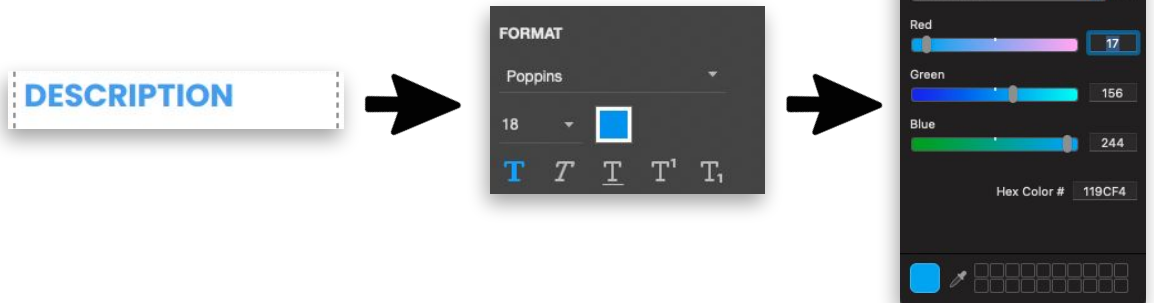


# Editing with Adobe Acrobat

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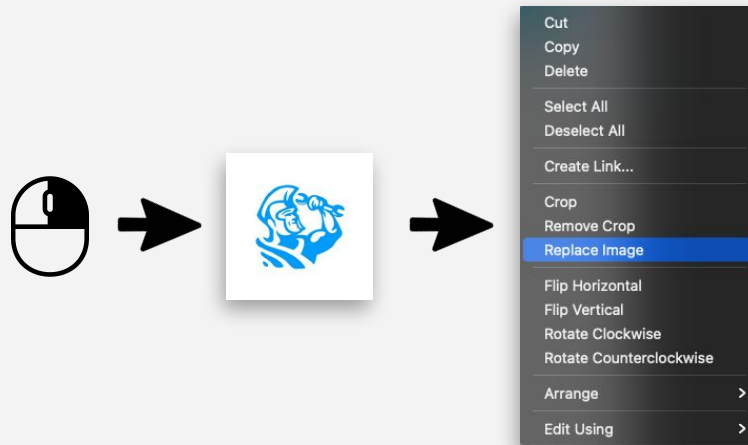
4 

Edit text color



5 

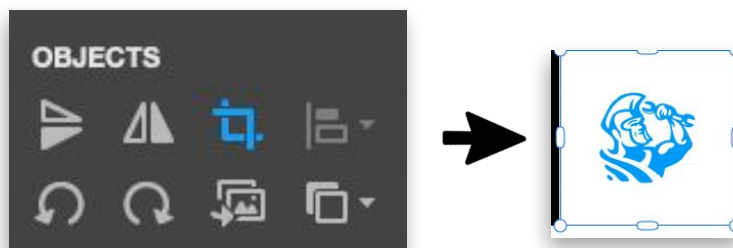
Replace or delete right-hand image



Or click on and delete image

6 

Crop image (optional)

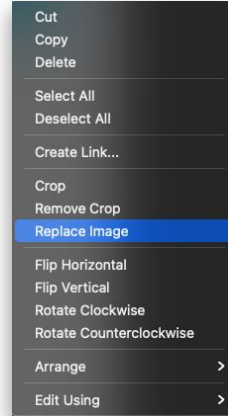
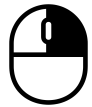


# Editing with Adobe Acrobat

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Replace logo image



Or click on and delete image

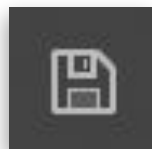
8 

Or add additional image(s)

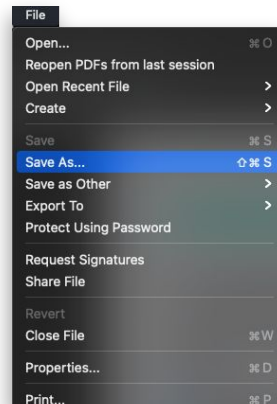


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Save doc



Or "save as"

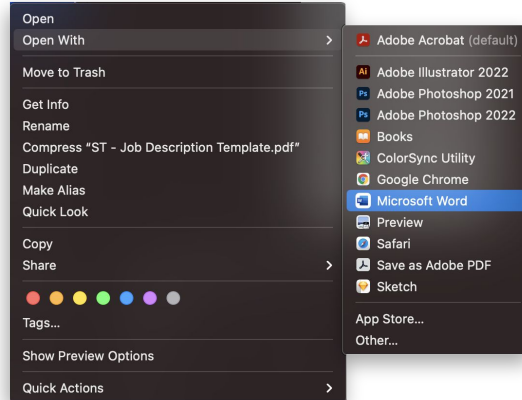


# Editing with Word

## Instructions



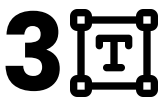
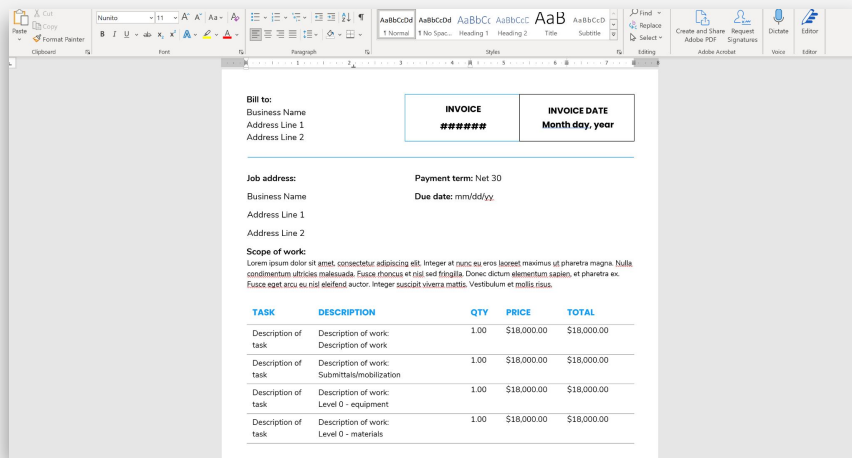
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Conversions to Word might not be perfect, but can be a good starting point to create your own template.



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