**Invoice # 12345**

| Remit Payment to: | Bill to: |
| --- | --- |
| **[Company Name]**[Address][City, ST, Zip]Attention: [name] | VR Office[Address][City, ST, Zip]Attention: [name] |

| Vendor Information | Customer Information |
| --- | --- |
| Vendor ID: [enter vendor ID]Contract #: [enter contract #]Service Authorization #: [enter SA #]Contact Person: [enter contact person]Phone/FAX: [enter phone & fax numbers]Email: [enter contact person email address] | [Customer Name][Customer ID] |

| SERVICE DESCRIPTION | DATES OF SERVICE | QTY | UNIT COST | AMOUNT |
| --- | --- | --- | --- | --- |
| Enter service item number 1 |  |  |  | 50.00 |
| Enter service item number 2 |  |  |  | 50.00 |
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|  |  |  |  |  |
| Thank you for your business! | Total | $ 100.00 |

Comments: [enter comments or list any attachments.

Make all checks payable to [company name]

Thank you for your business!

**Instructions**

Enter an Invoice number. You should keep track of all invoices on some type of worksheet.

When you see the square brackets, [ ], enter the requested information. Example: [company name] – you should type the name of your company there and remove the brackets.

Enter the services information;

* Service description
* Service dates
* Quantity
* Unit cost
* Total amount.
	+ Take the unit cost and multiply by the quantity number.
* The Total cell, at the bottom, will auto-calculate. Place insertion point into the cell and either press the ‘F9’ key or right click and select ‘update field’.