

# Payroll Invoice Template Example

Your Business Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
email@address.com



Bill To  
ATTN: Name / Dept  
Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890

Date  
3/15/20XX  
Date Payment Due  
4/15/20xx

Invoice No.  
A246  
Lead Time  
2 weeks

### Project Details

Provide brief overview of, or any pertinent information regarding, the project if applicable.

Date	Description of Work	Hours	Rate	Total
3/11/20xx	Consultation; flat rate	1	\$75.00	\$75.00
3/12/20xx	Design	12	\$50.00	\$600.00
3/13/20xx	Shipping	1	\$30.00	\$30.00
3/13/20xx	Discount	1	-\$30.00	-\$30.00

Remarks / Instructions Make checks payable to		Subtotal	\$675.00
	Tax Rate	3.80%	\$25.65
		Total	\$700.65

## THANK YOU

For questions concerning this invoice, please contact  
Name, (321) 456-7890, Email Address  
www.yourwebaddress.com

# Payroll Invoice Template



Bill To \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Invoice No. \_\_\_\_\_

\_\_\_\_\_ Date Payment Due \_\_\_\_\_

\_\_\_\_\_ Lead Time \_\_\_\_\_

## Project Details

Date	Description of Work	Hours	Rate	Total
Remarks / Instructions			Subtotal	
			Tax Rate	
			Total	

## THANK YOU

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## **DISCLAIMER**

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