**Payroll Invoice Template Example**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Your Logo** |  |
| Your Business Name |  |  |  |  |  |
| 123 Main Street |  |  |  |  |  |
| Hamilton, OH 44416 |  |  |  |  |  |
| (321) 456-7890 |  |  |  |  |  |
| email@address.com |  |  |  |  |  |
|  |  |  |  |  |  |
| Bill To |  |  | Date |  | Invoice No. |
| ATTN: Name / Dept |  |  | 3/15/20XX |  | A246 |
| Company Name |  |  | Date Payment Due |  | Lead Time |
| 123 Main Street |  |  | 4/15/20xx |  | 2 weeks |
| Hamilton, OH 44416 |  |  |  |  |  |
| (321) 456-7890 |  |  |  |  |  |
|  |  |  |  |  |  |
| **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** |  | **Subtotal** | $675.00 |
| Make checks payable to | **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Your Logo** |  |
| Your Business Name |  |  |  |  |  |
| Street Address |  |  |  |  |  |
| City, State, Zip |  |  |  |  |  |
| Phone |  |  |  |  |  |
| email@address.com |  |  |  |  |  |
|  |  |  |  |  |  |
| Bill To |  |  | Date |  | Invoice No. |
| ATTN: Name / Dept |  |  |  |  |  |
| Company Name |  |  | Date Payment Due |  | Lead Time |
| Street Address |  |  |  |  |  |
| City, State, Zip |  |  |  |  |  |
| Phone |  |  |  |  |  |
|  |  |  |  |  |  |
| **Project Details** |
|  |
|  |  |  |  |  |  |
| **Date** | **Description of Work** | **Hours** | **Rate** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Remarks / Instructions** |  | **Subtotal** |  |
| Make checks payable to | **Tax Rate** | **%** |  |
|  |  |  | **Total** |  |

**THANK YOU**

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |