Job Address: 1234 State Street

Job Number: 19-010 (example # - ask project mgr)

INVOICE

640453

SOLD TO	SHIP TO
Subcontractor Name	
ADDRESS //	ADDRESS
CITY, STATE, ZIP //	CITY, STATE, ZIP

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				5/6/11

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
Sat	4/30/11	6 Hrs Labor - Brief Description	$15	6 hrs	90 00
Sat	4/30/11	Materials (see attached copy rec)			150 37
		Total Due			240 37

adams 5840

INVOICES

Please note- Whether you use this type of invoice or generate your own, the following information ***MUST*** be on the invoice:

1. **Subcontractors name and information**
2. **The Job Address and/or Job #**
3. **Totals for materials and labor charges listed separately with a brief description.**
4. **Date of invoice (Friday's week ending date)**
5. **Dates on the job**

RECEIPTS

Receipts submitted to Perfect Ideas either for reimbursement or as a direct purchase for Perfect Ideas ***MUST*** have the following information on the receipt:

1. The check # (if applicable)
2. The date
3. The job and/or PO#
4. The $ amount if not listed