

[Insert company logo here]

**INVOICE**

1/1/2021

Invoice # 12345

PO Box 123  
Seattle, WA 98000

Billing Address:

PO # EN-98765

Sno-Isle Libraries  
7312 35th Ave NE  
Marysville, WA 98271

Date of Service(s)	Description	Amount Due
1/1/2021	Unclog of Library toilet @ XX.XX per hour for 2 hours	\$100.00
1/1/2021	Truck Charge	\$40.00

**\*\*\*We certify that prevailing wages have been paid in accordance with the prefilled statement or statements of intent to pay prevailing wages on file with the public agency.**

Total: \$140.00

Please make check payable to *Company ABC* and remit to the address above. If you have any questions about this order, please contact Joe Smith at (360) 555-5555 or joesmith@companyabc.com

Payment due: 1/31/2021