

Company Name

Street Address

City, State ZIP

Phone: (xxx) xxx-xxxx

Email: email@company.com

UTILITY INVOICE

Invoice #: _____

Date: ____ / ____ / ____

Due Date: ____ / ____ / ____

Billed To:

Client Business Name

Contact Name

Street Address

City, State ZIP

Description	Unit	Quantity	Rate	Amount
Service/Utility #1	Unit	_____	_____	_____
Service/Utility #2	Unit	_____	_____	_____
Service/Utility #3	Unit	_____	_____	_____

Subtotal: _____

Tax: _____

Total Due: _____**Notes / Terms:**

- Please make payment by the due date.
- For questions, contact us at (xxx) xxx-xxxx or email@company.com
- Thank you for your business!