**Invoice**

**Remit To:**

[Name]

[Address]

**Bill To:**



Invoice Number:

Invoice Date:

Due Date:

Terms:

Dates of Service

 Site:

[Name]

[Address]

| **Description**  | **Qty**  | **Rate**  | **Total** |
| --- | --- | --- | --- |
| **Security guard services** **(hourly)**  | \_\_\_\_  | $  | $ |
| **Security guard services** **(hourly)**  | \_\_\_\_  | $  | $ |
| **Security guard services** **(hourly)**  | \_\_\_\_ | $  | $ |
| recurring item  | \_\_\_\_  | $  | $1 |

Total Hours:

SUBTOTAL $

TAXES $

**TOTAL $**

**Hours / Timesheets**

| **Date**  | **Post**  | **Employee**  | **Time In**  | **Time Out**  | **Total Hours**  | **Bill Rate**  | **Amount**  | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[Date]** | **[Name of the post]** | **[Employee name]** | **[Exact time]** | **[Exact time]** | **[Number of hours]** | **$** | **$** | **[Extra info]** |
| **[Date]** | **[Name of the post]** | **[Employee name]** | **[Exact time]** | **[Exact time]** | **[Number of hours]** | **$** | **$** | **[Extra info]** |
| **[Date]** | **[Name of the post]** | **[Employee name]** | **[Exact time]** | **[Exact time]** | **[Number of hours]** | **$** | **$** | **[Extra info]** |
| **[Date]** | **[Name of the post]** | **[Employee name]** | **[Exact time]** | **[Exact time]** | **[Number of hours]** | **$** | **$** | **[Extra info]** |
| **[Date]** | **[Name of the post]** | **[Employee name]** | **[Exact time]** | **[Exact time]** | **[Number of hours]** | **$** | **$** | **[Extra info]** |