**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]** |