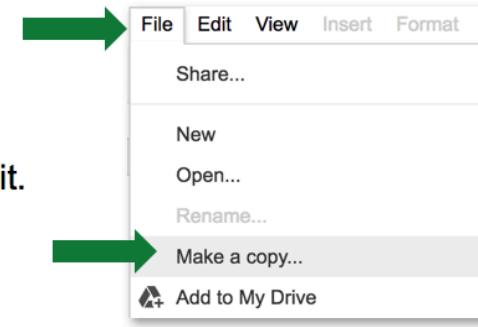


## How to use this template:

This is a view-only file and cannot be edited.

**Create your own copy** of this template to edit.

In the menu, click **File > Make a copy...**



Try Smartsheet for FREE

# MULTIPLE PROJECTS INVOICE TEMPLATE

Template begins on page 2.



# MULTIPLE PROJECTS INVOICE

COMPANY NAME  
Street Address  
City, State and Zip  
Email address  
webaddress.com

DATE	INVOICE NO.	CUSTOMER ID NO.
00/00/0000		
TERMS		
BILL TO	SHIP TO	
NAME / DEPARTMENT	NAME / DEPARTMENT	
Address	Address	
Address	Address	
City, State and Zip	City, State and Zip	
Phone	Phone	
Email	Email	

PROJECT NAME	DESCRIPTION	HOURS	RATE	TOTAL
			SUBTOTAL	
enter total amount			DISCOUNT	
			SUBTOTAL LESS DISCOUNT	
enter percentage			TAX RATE	
			TOTAL TAX	
			OTHER	
			TOTAL	

REMARKS / INSTRUCTIONS:

Please make check payable to: Your Company Name.

THANK YOU

For questions concerning this invoice, please contact  
NAME, (321) 456-7890, EMAIL ADDRESS  
[www.yourwebaddress.com](http://www.yourwebaddress.com)

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.