

INVOICE

Contractor Name
Contractor Address
Contractor Phone Number
Contractor Point of Contract
Contractor Point Contract of Phone Number
Contractor Point of Contact Email Adress

Invoice Number: TBD
Date: TBD
Due Date: TBD
Terms: TBD

BILL TO:
Department of General Services
Facilities Management Division
2000 14th Street NW, 8th Floor
Washtington, DC 20009
Attn: Paul Dowell
Email: paul.dowell@dc.gov

SAMPLE

Purchase Order
Number: TBD

Item Number	Activity	Quantity	Rate	Line Item Total
001	Description of services/product provided		\$0.00	\$0.00
002	Description of services/product provided		\$0.00	\$0.00
003	Description of services/product provided		\$0.00	\$0.00
004	Description of services/product provided		\$0.00	\$0.00
005	Description of services/product provided		\$0.00	\$0.00
006	Description of services/product provided		\$0.00	\$0.00
Total Balance Due			\$0.00	