

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

Purchase Order  
Number: TBD

SAMPLE

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	