**MOVING INVOICE TEMPLATE**  

|  |  |  |
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| **YOUR LOGO** |  | MOVING INVOICE |
| Company Name |  |  | **DATE OF INVOICE** |
| 123 Main Street |  |  |   |
| Hamilton, OH 44416 |  |  | **INVOICE NO.** |
| (321) 456-7890 |  |  |   |
| Email Address |  |  | **DATE DUE** |
|  |  |  |   |
| **BILL TO** |  |  |  | **AMOUNT DUE** |
| Company Name |  |  |  |   |
| ATTN: Name / Department |  |  |  |  |
| 123 Main Street |  | **PICK-UP ADDRESS** |
| Hamilton, OH 44416 |  | 789 Kelly Street; Hamilton, OH 44416 |
| (321) 456-7890 |  | **DESTINATION ADDRESS** |
| Email Address |  | 456 Park Street, Apt 4; Hamilton, OH 44416 |

|  |  |  |  |
| --- | --- | --- | --- |
| **START DATE** |  | **REGULAR HOUR RATE** |  |
| **START TIME** |  | **OVERTIME HOUR RATE** |  |
| **END DATE** |  | **EXTRA SERVICE RATE** |  |
| **END TIME** |  | **PRICE PER MILE** |  |
| **DATE** | **REGULAR HOURS** | **REGULAR HOURS PRICE** | **OVERTIME HOURS** | **OVERTIME HOURS PRICE** | **MILEAGE** | **MILEAGE PRICE** | **TOTAL** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| NOTES:  | **SUBTOTAL** |  |
| **OTHER** |  |
| **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **REMIT PAYMENT TO** |  | **TERMS AND CONDITIONS** |
| ATTN: Name / Department |  | • Remit payment within \_\_\_\_\_\_\_\_ days of invoice receipt. |
| Company Name |  | **•** A \_\_\_\_\_\_\_% charge will be applied per day on late invoices. |
| 123 Main Street |  | THANK YOU |
| Hamilton, OH 44416 |  |

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