



Thank you for your business!  
Let us help you better understand your project invoice.

INVOICE			
<b>1 To</b>	John Doe John Doe CLIENT 1234 Street Name City State 00000	<b>2 From</b>	Bronco Student Center 3801 W. Temple Ave ATTN: Accounts Payable Pomona CA 91768 909-869-2158
<b>3 Invoice:</b>	790		
<b>4 Project:</b>	CLIENT00109		
<b>5 Date:</b>	02-17-2009		
<b>6 Due Date:</b>	03-19-2009		
<b>7 Reference:</b>	0000		
<b>8 Title:</b>	Project name		
<b>9 Fees:</b>			
BRAINSTORM- SKETCH-COMPS	3.50 hours at 18.00 per hour		
COMPUTER ILLUSTRATION	3.00 hours at 18.00 per hour		
COPYWRITING	1.45 hours at 18.00 per hour		
DESIGN	5.00 hours at 18.00 per hour		
LABOR	2.50 hours at 18.00 per hour		
REVISION - EDITS	2.00 hours at 18.00 per hour		
<b>Expenses:</b>			
(2,500) 4x6 postcards			
<b>Costs:</b>			
(1) 11x17 (Initial)			
(24) 11x17-each			
(1) 8.5x11 (Initial)			
(10) 8.5x11-each			
(25) Plastic Covers			
(25) Stakes			
E-Marquee			
		<b>Total Non-tax:</b>	349.10
		<b>Total Taxable:</b>	182.40
		<b>12 Total Tax:</b>	15.05
		<b>13 Invoice Total:</b>	546.55

- 1 TO** - This is you. (Customer name and address)
- 2 FROM** - This is us. ASI. Send your payments here.
- 3 INVOICE #**
- 4 PROJECT NUMBER** - The number we assign to your project.
- 5 DATE** - Date your project is invoiced.
- 6 DUE DATE** - This is when your payment is due.
- 7 REFERENCE** - This is your account #. (Use this account when paying your bill.)
- 8 TITLE** - The name of your project
- 9 FEES** - Breakdown of hours we spent on each stage of your project.

- 10 EXPENSES** - List of items that required off site production.
- 11 COSTS** - List of items you requested. (In-house printing costs)
- 12 TAX** - State tax charged on all items. (excluding Design Time)
- 13 INVOICE TOTAL** - The total amount due.

Feel free to contact Gas Creative Group if you have any questions about your bill.

Gas Creative Group  
3801 W. Temple Ave, Bldg. 35-2002  
Pomona, CA 91768  
909.869.2158

*\*Taxes are subject to change based on California tax laws.*