

INVOICE / PRICING TEMPLATE

BILL TO: Superior Court of California
 County of Santa Clara
 ADDRESS: 191 N. First St.
 San Jose, CA 95113
 Attn: Finance Division

REMIT TO: _____
 ADDRESS: _____

Contract # / PO #: _____
 Quote#: _____

Date: _____

NOTES:

1. INVOICE TO HAVE THE SAME BREAKDOWN AS QUOTE
2. TAX SHOULD BE APPLIED TO THE TOTAL MATERIAL COST

MATERIALS					
No.	Item Description	Item #	Qty	Unit Price	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
MATERIALS SUB TOTAL					
TAX (SANTA CLARA COUNTY CURRENT TAX RATE)				8.75%	
SUB TOTAL OF MATERIALS PLUS TAX					
LABOR					
No.	Item Description	Hours	Rate	Amount	
1					
2					
3					
LABOR SUB TOTAL					
FREIGHT / SHIPPING / TRUCK CHARGES					
GRAND TOTAL (MATERIALS, TAX, LABOR, & FREIGHT)					

COMMENTS: _____

Vendor Contact Information
Approved by: _____
Date: _____
Print Name: _____
Phone Number: _____
Fax Number: _____
E-mail Address: _____

For Superior Court Use Only
Program Manager Approval: _____
Date: _____