

## 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)					
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
<b>Approved by:</b>
<b>Date:</b>
<b>Print Name:</b>
<b>Phone Number:</b>
<b>Fax Number:</b>
<b>E-mail Address:</b>

<i>For Superior Court Use Only</i>
<b>Program Manager Approval:</b>
<b>Date:</b>