

# WHAT DO YOU NEED FOR T&H REALTY'S INVOICING SYSTEM?



# WHEN PREPARING YOUR INVOICE PLEASE MAKE SURE IT INCLUDES THE FOLLOWING:

- 1 T&H work order number
- 2 Address of the property where work was completed
- 3 A line item description with line item costs of the work completed (this should match your estimate)
- 4 Phrase, "10% Discount Upon Payment"

Description	Qty/Hrs	Rate	Amount
1 Work Order #87000	0	0	\$0.00
2 For repairs completed at 555 W Main Street	0	0	\$0.00
Replaced light bulbs	6	\$5.00	\$30.00
Installed smoke detectors	4	\$40.00	\$160.00
3 Painted interior walls	1	\$2,500.00	\$2,500.00
Painted interior doors & trim	1	\$1,000.00	\$1,000.00
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4 Customer message			
10% Discount Upon Payment	Subtotal		\$3,690.00
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	<b>Total</b>		<b>\$3,690.00</b>


# DON'T APPLY THE 10% DISCOUNT TO YOUR INVOICE!

## INCORRECT

Description	Qty/Hrs	Rate	Amount
Work Order #87000	0	0	\$0.00
For repairs completed at 555 W Main Street	0	0	\$0.00
Replaced light bulbs	6	\$5.00	\$30.00
Installed smoke detectors	4	\$40.00	\$160.00
Painted interior walls	1	\$2,500.00	\$2,500.00
Painted interior doors & trim	1	\$1,000.00	\$1,000.00

Customer message	Subtotal	\$3,690.00
10% Discount Upon Payment	10% Discount	-\$369.00

<b>Total</b>	<b>\$3,321.00</b>
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Don't apply the 10% discount!

## CORRECT

Description	Qty/Hrs	Rate	Amount
Work Order #87000	0	0	\$0.00
For repairs completed at 555 W Main Street	0	0	\$0.00
Replaced light bulbs	6	\$5.00	\$30.00
Installed smoke detectors	4	\$40.00	\$160.00
Painted interior walls	1	\$2,500.00	\$2,500.00
Painted interior doors & trim	1	\$1,000.00	\$1,000.00

Customer message	Subtotal	\$3,690.00
10% Discount Upon Payment		

<b>Total</b>	<b>\$3,690.00</b>
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Total cost should match the estimate!

# T&H REALTY WILL APPLY THE 10% DISCOUNT

T&H Realty Services  
760 E 52nd St  
Indianapolis, IN 46205

1234

PAY TO THE  
ORDER OF

Your Company

\$3,321.00

Three thousand three hundred twenty one

DOLLARS

Discount  
applied by  
T&H Realty

**We hope you  
found this helpful!**

If you have any  
questions please contact  
[ap@threaltyinc.com!](mailto:ap@threaltyinc.com)

