

# Service Invoice Template Excel with Payment Terms

Our **Service invoice template Excel** offers a professional and customizable format to streamline your billing process. It includes clear payment terms to ensure timely transactions and improve cash flow management. Easily track services rendered and payments due with this efficient template.

## Sample Service Invoice

| INVOICE   |          | Date: <div>YYYY-MM-DD</div>  |            |
|---|----------|--|------------|
| <b>From:</b><br>Your Company Name<br>Address Line 1<br>Address Line 2<br>Phone: (xxx) xxx-xxxx<br>Email: info@yourcompany.com |          | <b>Bill To:</b><br>Customer Name<br>Address Line 1<br>Address Line 2<br>Phone: (xxx) xxx-xxxx<br>Email: customer@email.com |            |
| Description of Service  | Quantity | Unit Price   | Total      |
| Consultation  | 2        | \$100.00   | \$200.00   |
| Website Design  | 1        | \$800.00   | \$800.00   |
| Maintenance   | 3        | \$50.00  | \$150.00   |
| Subtotal  |          |  | \$1,150.00 |
| Tax (10%)   |          |  | \$115.00   |
| Total Due   |          |  | \$1,265.00 |

## Payment Terms

- **Due Date:** 30 days from invoice date
- **Payment Methods:** Bank Transfer, Credit Card, PayPal
- **Late Payment:** 2% monthly late fee applies after due date

Thank you for your business!