

Invoice

From: [Your Name / Business Name]
[Your Address]
[City, State ZIP]
[Email Address] | [Phone Number]

To: [Client Name or Company]
[Client Address]
[City, State ZIP]

Invoice Number: [#####]
Date of Issue: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Project Details			
Description	Hours	Rate	Amount
[Logo Design - Initial Concepts]	10	\$50	\$500
[Brand Style Guide]	5	\$50	\$250
[Social Media Graphics]	8	\$50	\$400
Subtotal			\$1,150
Tax (0%)			\$0
Total Due			\$1,150

Payment Terms

Please make payment within **30 days** of the invoice date.

Payment Methods Accepted: Bank Transfer, PayPal, [Other Methods]

Bank Details: [Bank Name, Account Number, Routing Number]

PayPal: [PayPal Email Address]

Notes

Thank you for your business! For any questions about this invoice, please contact [Your Name] at [Your Email] or [Your Phone Number].