

# 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
<b>Subtotal</b>			<b>\$1,150</b>
Tax (0%)			\$0
<b>Total Due</b>			<b>\$1,150</b>

## 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].