

Professional Service Invoice

This **professional service invoice** form sample example provides a clear and organized template for billing clients efficiently. It includes essential sections such as service details, payment terms, and client information to ensure smooth transactions. Using this form helps maintain accurate records and facilitates prompt payment processing.

Client Information

Client Name: _____	Invoice Number: _____
Address: _____	Invoice Date: _____
Email: _____	Due Date: _____

Service Details

Description of Service	Hours/Qty	Rate	Amount
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Subtotal: \$ _____
Tax (if applicable):
\$ _____
Total Amount Due:
\$ _____

Payment Terms

Payment is due within **30 days** of receipt of this invoice. Please make payment to:

Bank/Payee Name: _____
Account Number: _____
Other Instructions: _____

Notes

Thank you for your business! If you have any questions regarding this invoice, please contact us at _____.