

Invoice

From:

[Your Name / Business Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

To:

[Client Name / Company]
[Client Address]
[Client City, State, Zip]
[Client Email Address]

Invoice #: [xxxxxx]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

Description of Service	Hours / Qty	Rate	Amount
[Service 1 Description]	[#]	[\$Rate]	[\$Amount]
[Service 2 Description]	[#]	[\$Rate]	[\$Amount]

Subtotal: \$[Subtotal]

Tax (%): \$[Tax Amount]

Total Due: \$[Total]

Payment Terms: [e.g. Net 15 / Net 30]

Payment Method: [Bank Transfer, PayPal, etc.]

Notes: [Additional information, e.g. late fees, thank you note, etc.]

Thank you for your business! Please contact me if you have any questions regarding this invoice.