

# Invoice

**From:**

[Your Name/Business]  
[Address]  
[Email Address]  
[Phone Number]

**To:**

[Client Name/Business]  
[Client Address]  
[Client Email Address]  
[Client Phone Number]

**Invoice #:** [Number]**Date:** [Date]**Due Date:** [Due Date]

Description of Services	Hours/Qty	Rate	Amount
[Service 1 Description]	[Qty/Hours]	[Rate]	[Amount]
[Service 2 Description]	[Qty/Hours]	[Rate]	[Amount]
			<b>Subtotal</b> [Subtotal]
			Tax ([%]) [Tax Amount]
			<b>Total</b> [Total]

**Payment Terms:**

[e.g., Payment due within 15 days. Late payments may be subject to a fee.]

**Preferred Payment Methods:**

[Bank details, PayPal, etc.]

Thank you for your business!