

INVOICE

[Your Name or Business Name]

[Street Address]

[City, State ZIP]

[Email] | [Phone]

Invoice #: [0001]

Invoice date: [MM/DD/YYYY]

Due date: [MM/DD/YYYY]

Terms: [Net 15]

BILL TO

[Client Name]

[Client Company]

[Street Address]

[City, State ZIP]

[Client Email]

PROJECT

[Project name or PO number]

Description	Hours / Qty	Rate	Amount
[Service or deliverable]	[0]	[\$[0.00]]	[\$[0.00]]
[Service or deliverable]	[0]	[\$[0.00]]	[\$[0.00]]
[Service or deliverable]	[0]	[\$[0.00]]	[\$[0.00]]
[Service or deliverable]	[0]	[\$[0.00]]	[\$[0.00]]
[Service or deliverable]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal	[\$[0.00]]
Discount	-\$[0.00]
Tax ([0]%)	[\$[0.00]]
TOTAL DUE	[\$[0.00]]

PAYMENT METHODS

[Bank transfer: Bank name, account and routing number]

[Zelle / PayPal / Venmo: handle]

[Check payable to: Your Name]

NOTES

[A late fee of 1.5% per month applies to balances unpaid after the due date.]

Thank you for your business!