

INVOICE

templatesandformats.com

[Your Business Name]

[Address Line 1]
[City, State, ZIP]
[Email] | [Phone]

BILL TO

[Client Name / Company]

[Client Address]
[City, State, ZIP]
[Client Email]

Invoice #

[INV-001]

Date

[Issue Date]

Due Date

[Due Date]

Project

[Project Name]

DESCRIPTION	QTY	RATE	AMOUNT
[Service/Item 1]	[1]	[\$[0.00]]	[\$[0.00]]
[Service/Item 2]	[1]	[\$[0.00]]	[\$[0.00]]
[Service/Item 3]	[1]	[\$[0.00]]	[\$[0.00]]
[Service/Item 4]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal \$[0.00]

Tax (__ %) \$[0.00]

TOTAL DUE \$[0.00]

NOTES

[Thank you for your business. Payment is due within 30 days of invoice date.]

PAYMENT METHOD

[Bank Transfer / PayPal / Cheque]
[Account Name: _____]
[Account #: _____]