

INVOICE

Month Day, Year
Invoice No. 1

YOUR NAME HERE

Prepared for CLIENT NAME
YOUR EMAIL • YOUR PHONE NUMBER

DESCRIPTION OF WORK	QTY/HRS	UNIT PRICE	SUB TOTAL
Type of Work: Name Article: Title	N/A	N/A	\$
		GRAND TOTAL	\$

PAYMENT TERMS

To be made payable to YOUR NAME

ADDRESS

HERE

I stole that referral line directly from [Michelle Garrett](#).

I recommend titling your invoice something like Client Name_Your Name_Invoice #. Always follow client instructions when submitting invoices!

I often include PayPal or direct deposit info directly on my invoice or in the email. It all depends on how you get paid. If you need to include that or any miscellaneous details, include them below:

PAYPAL DETAILS

ACH PAYMENT DETAILS

