|  |  |  |  |
| --- | --- | --- | --- |
| INVOICE  |  |  |  |
| <Your Company Name> |  |  |  | **DATE** |
| <123 Street Address> |  |  |  |  |
| <City, State, Zip/Post Code> |  |  |  | **INVOICE NO.** |
| <Phone Number, Email> |  |  |  |  |

*<Payment terms (due on receipt, due in X days)>*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **BILL TO** |  | **PROJECT** |  |  |
| <Contact Name> |  | <Project Name> |  |  |
| <Client Company Name> |  | <Project Description> |
| <Address> |  |
| <Phone / Email> |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **DESCRIPTION** | **HOURS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  | **TOTAL HOURS** | 0.00 |
|  | **Terms & Instructions** |  |  |  | **HOURLY RATE** | $0.00 |
|  | <Add payment instructions, e.g: bank, paypal...> |  |  | **TOTAL PRE-TAX** | $0.00 |
|  | <Add terms here, e.g: warranty, returns policy...> |  |  | **TAX RATE** | 0.00% |
|  |  |  |  |  | **TOTAL TAX** | $0.00 |
|  |  |  | **Balance Due** | **$ -** |
|  |  |  |