

INVOICE

Subject:



Business and client information

FROM

Name

Email

Address

Phone

Business number

BILL TO

Name

Email

Address

Phone

Business number

Invoice information

Invoice number

Payment method

Issue date

Other payment terms (late fee details, discounts, etc.)

Due date

Engagement

Invoice items

Service descriptions		Date	Consulting rate	Quantity	Amount in [insert currency]
Item #1:					
Item #2:					
Item #3:					
Item #4:					
Item #5:					
				Subtotal:	
				Reimbursable expenses:	
Notes				Discount:	
				Taxes:	
				Invoice total:	