

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

Due date

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

Invoice items

Item descriptions		Rate/hr	Hours	Amount in [insert currency]
Item #1:				
Item #2:				
Item #3:				
Item #4:				
Item #5:				
			Total hours:	
			Subtotal:	
Notes			Discount:	
			Taxes:	
			Invoice total:	