

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

Billing period

Issue date

Payment method

Due date

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

Project / Campaign

Invoice items

Service descriptions	Period	Rate	Quantity	Amount in [insert currency]
Item #1:				
Item #2:				
Item #3:				
Item #4:				
Item #5:				
			Subtotal:	
Notes			Discount:	
			Taxes:	
			Invoice total:	