

# 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

## Invoice items

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