

INVOICE

[Your Company Name]
[Address Line 1]
[Email / Phone]

INVOICE #
[0001]

DATE
[MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Company]
[Client Address]

PAYMENT TERMS:

Due upon receipt / Net 30

Description of Services	Period	Rate/Hr	Qty/Hrs	Amount
General Bookkeeping & Ledger Maintenance	[Month, Year]	\$0.00	0.00	\$0.00
Bank Account Reconciliation	[Month, Year]	\$0.00	0.00	\$0.00
Accounts Payable/Receivable Management	[Month, Year]	\$0.00	0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

NOTES & INSTRUCTIONS:

Please make checks payable to **[Your Company Name]**. For electronic bank transfers, use the following details: [Bank Name] | [Account Number] | [Routing Number].

Thank you for your business!