

# INVOICE

**[Your Name/Studio]**

[Street Address]

[City, State, Zip]

[Email Address]

**Invoice #:** [0001]

**Date:** [MM/DD/YYYY]

**Due Date:** [MM/DD/YYYY]

BILL TO

**[Client Name]**

[Client Company]

[Client Address]

[Client Email]

PROJECT DETAILS

**Project:** [Project Name]

**P.O. Number:** [Reference #]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
[Service Description - e.g., Logo Design]	[0]	\$0.00	\$0.00
[Service Description - e.g., Website Mockup]	[0]	\$0.00	\$0.00
[Service Description]	[0]	\$0.00	\$0.00

Subtotal \$0.00

Tax ([0]%) \$0.00  
Total Due \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Name]**.  
Bank Transfer: [Bank Name] | Account: [Account #] | Routing: [Routing #]  
Payment is appreciated within [Number] days of receiving this invoice.