

INVOICE

[Agency Name]
[Address Line 1]
[Email Address]

Invoice #: [000]
Date: [MM/DD/YYYY]

BILLED TO:

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

PAYMENT TERMS:

Due Date: [MM/DD/YYYY]
Method: [Bank Transfer / PayPal]

SERVICE DESCRIPTION	QTY/WORDS	RATE	AMOUNT
[Project Name / Copywriting Service]	[0]	[\$[0.00]]	[\$[0.00]]
[Revision / Additional Service]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

Total Due: \$[0.00]

Notes: Please include invoice number in payment reference. Thank you for your business.