

# INVOICE

[Firm Name]  
[Address Line 1]  
[City, State, Zip]

**Date:** [MM/DD/YYYY]  
**Invoice #:** [00000]  
**Project ID:** [Project-Ref]

**Client:**

[Client Company Name]  
[Attn: Contact Person]  
[Billing Address]  
[City, State, Zip]

**Project Description:**

[Commercial Project Name]  
[Site Address/Location]  
[Phase: e.g., Schematic Design / Construction Docs]

DESIGN PHASE / TASK DESCRIPTION	% COMPLETE	FEE BASIS	AMOUNT
[Phase Name - e.g., Schematic Design]	[0]%	[Fixed/Hourly]	\$0.00
[Phase Name - e.g., Design Development]	[0]%	[Fixed/Hourly]	\$0.00
Reimbursable Expenses (Printing, Travel, etc.)	-	Cost + [0]%	\$0.00

Subtotal: \$0.00  
Tax: \$0.00  
Total Due: \$0.00

**Payment Terms:** Net [30] Days. Please make checks payable to "[Firm Name]".  
**Wire Transfer:** [Bank Name] | Routing: [000000000] | Account: [0000000000]

*Thank you for your business.*