

[Your Name/Company]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

[Invoice Number]
Date: [Date]

BILL TO: [Client Name]

[Client Company]
[Client Address]
[Client Email]

PROJECT DETAILS: Project: [Manuscript/Document Title]
Due Date: [Payment Deadline]

Service Description	Quantity (Words/Hours)	Rate	Total
Proofreading: [Document Name]	[0,000]	[\$[0.00]]	[\$[0.00]]
[Additional Service: e.g. Formatting]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Balance Due: \$[0.00]

PAYMENT INSTRUCTIONS & NOTES:

Please make checks payable to [Name] or pay via [PayPal/Transfer Details].
Payment is due within [Number] days of invoice date. Thank you for your business!