

INVOICE

[Writer/Agency Name]

[Address Line 1]

[City, State, Zip]

[Email/Phone]

Invoice #: [0001]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

BILL TO

[Client Name]

[Company Name]

[Address Line 1]

[City, State, Zip]

PROJECT DETAILS

Project: [Project Name]

PO Number: [Optional]

Description	Rate Type	Qty/Hours	Rate	Amount
[e.g., Ghostwritten Article/Chapter]	[Per Word/Hour]	[0]	\$0.00	\$0.00
[e.g., Copywriting - Landing Page]	[Flat Fee]	[0]	\$0.00	\$0.00
[e.g., Editing & Revisions]	[Hourly]	[0]	\$0.00	\$0.00

Subtotal \$0.00

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

PAYMENT INSTRUCTIONS

Please make payment via [Bank Transfer/PayPal/Check].
Account Details: [Information Here]

Thank you for your business.