

INVOICE

[Business Name]
[Address Line 1]
[Email / Website]

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

BILL TO

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

PROJECT

[Project Name / ID]
[PO Number]

SERVICE DESCRIPTION	QUANTITY	RATE	AMOUNT
[Technical Whitepaper/Documentation] [Brief scope description or word count]	[0]	[\$[0.00]]	[\$[0.00]]
[Technical Blog Post / Case Study] [Brief scope description]	[0]	[\$[0.00]]	[\$[0.00]]
[Consulting / Research Hours] [Subject matter expert interviews]	[0]	[\$[0.00]]	[\$[0.00]]
<hr/>			
Subtotal \$[0.00]			
Tax [0%] \$[0.00]			
Total Amount \$[0.00]			

Payment Instructions:

[Bank Name] | [Account Number] | [Routing/SWIFT]

Notes:

Terms: Net [30]. Please include invoice number with your payment.