

INVOICE

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

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:
[Client Name]
[Client Company]
[Client Address]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	TOTAL
[e.g. Remote Technical Support]	[0.00]	[\$0.00]	[\$0.00]
[e.g. Managed Services - Monthly]	[0.00]	[\$0.00]	[\$0.00]
[e.g. Hardware/Software License]	[0.00]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]
Tax: [\$0.00]

Total Amount: [\$0.00]

Payment Instructions:

[Bank Name] | Account: [Number] | Wire/ACH: [Routing Number]
Payment due within [X] days. Thank you for your business.