INVOICE

[Design Firm Name]
[Address Line 1]
[Address Line 2]

INVOICE NUMBER [INV-000]
DATE ISSUED [Month DD, YYYY]

CLIENT / PROJECT ENTITY **[Client Company Name]**
[Contact Name]
[Billing Address]
PROJECT DETAILS **[Project Name / Reference]**
[Project Address / Site Number]
PO #: [000000]

PROFESSIONAL SERVICES / PHASE	UNIT/HOURS	RATE	AMOUNT
[Phase Name, e.g., Schematic Design] [Brief description of deliverables]	[0.00]	[0.00]	[0.00]
[Phase Name, e.g., Construction Documentation] [Brief description of deliverables]	[0.00]	[0.00]	[0.00]
[Reimbursable Expenses] [Travel, printing, or permit fees]	[-]	[-]	[0.00]

Subtotal [0.00]
Tax ([0]%) [0.00]
Total Due (USD) $[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to **[Design Firm Name]**.
Wire Transfer: [Bank Name] | Account: [00000000] | Routing: [000000000]
Payment terms: Net [30] Days.