

[Agency Name]
[Street Address]
[City, State, Zip]
[Phone Number]
[Email Address]

INVOICE

No: [Invoice #]
Date: [Date]

Bill To:

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip]

Payment Terms: [e.g. Net 30]

Due Date: [Date]

Service Description	Quantity / Hours	Rate	Total
[Executive Support / Data Entry]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Project Coordination]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Travel & Expense Management]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0]%): \$[0.00]

Amount Due: \$[0.00]

Notes:

Please make checks payable to [Agency Name].

For wire transfers: [Bank Name] | Account: [Number] | Routing: [Number]