

INVOICE

[Your Company Name]
[Address Line 1]
[Email/Phone]

Invoice #: [0000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

BILL TO:

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

PROJECT:

Website Maintenance & Security
Billing Period: [Start Date] - [End Date]

Description	Hours/Qty	Rate	Amount
Monthly Maintenance Package (CMS Updates, Backups, Security Scanning)	1	\$0.00	\$0.00
Content Updates & Technical Support	[0]	\$0.00	\$0.00
Plugin/Extension Licenses (Reimbursement)	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Balance Due: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Company Name]** or pay via **[Bank Transfer Details/Link]**. Thank you for your business.