

INVOICE

[Freelancer Name/Business Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO

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

PROJECT REFERENCE

[Project Title]
Billing Period: [Start Date] - [End Date]
Interim Payment: #[1 of 3]

Description of Services / Milestone	Quantity/Hrs	Rate	Amount
[Task or Milestone Description Name]	[0.00]	[\$0.00]	\$0.00
[Task or Milestone Description Name]	[0.00]	[\$0.00]	\$0.00

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

PAYMENT INSTRUCTIONS

Method: [Bank Transfer / PayPal / Check]
Account: [Account Number/Email Address]
Notes: [Thank you for your business!]