

INVOICE

[Architect/Firm Name]
[Business Address]
[City, State, Zip]
[Email/Phone]

Invoice Number #[0000]
Date [Date]
Project Number [PRJ-00]

Client Information [Client Name]
[Client Company]
[Client Address]
[City, State, Zip]
Project Site [Project Name]
[Property Address/Legal Description]
[Phase: e.g., Schematic Design / Construction Docs]

DESCRIPTION OF DRAFTING SERVICES	HOURS/QTY	RATE/UNIT	AMOUNT
Floor Plan Layouts (Existing & Proposed)	[0.00]	[\$[0.00]]	[\$[0.00]]
Section & Elevation Drawings	[0.00]	[\$[0.00]]	[\$[0.00]]
Site Plan & Landscape Integration	[0.00]	[\$[0.00]]	[\$[0.00]]
Revisions & Redlines (Batch #[X])	[0.00]	[\$[0.00]]	[\$[0.00]]

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

Total Due \$[0.00]

Notes & Payment Terms

Net [30] days. Please include project number on all checks. Digital transfers via [Details]. All architectural drawings remain the intellectual property of [Firm Name] until full payment is received.