

INVOICE

[Your Name/Company Name]

[Address Line 1]

[Email/Phone]

Invoice #: [000]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

Bill To:

[Client Name]

[Client Address]

[Client Email]

File Name / Description	Duration (Min)	Rate/Min	Total
[Interview Title/Project Name]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Additional Services/Rush Fee]	-	-	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Amount Due: \$[0.00]

Payment Information:

Bank: [Bank Name] | Account: [Number] | PayPal: [Email]

Notes: Thank you for your business!