

INVOICE

[Executive Center Name]
[Address Line 1]
[City, State, Zip]

Invoice #: _____
Date: _____
Due Date: _____

BILL TO: [Client Name / Company]
[Client Address]
[City, State, Zip]
[Contact Email]
SUITE DETAILS: **Suite No:** [#####]
Term: [Start Date] to [End Date]
Capacity: [No. of Desks]

Description of Services	Period	Amount
Monthly Executive Suite Rental	[Month, Year]	0.00
High-Speed Fiber Internet Access	[Month, Year]	0.00
Administrative/Reception Services	[Month, Year]	0.00
Meeting Room Usage (___ Hours)	[Dates]	0.00

Subtotal: \$0.00
Tax (___%): \$0.00
Total Due: \$0.00

PAYMENT NOTES:

Please make checks payable to **[Entity Name]**. For wire transfers, use Routing # _____ and Account # _____. Late payments are subject to a [X]% monthly fee.

Thank you for your continued business at [Executive Center Name].