

**[CONTRACTOR NAME]**

[Business Address]  
[City, State, Zip]  
[Phone Number]  
[Email Address]  
[Tax ID / EIN]

**INVOICE**

**Invoice #:** [00001]

**Date:** [MM/DD/YYYY]

**Due Date:** [MM/DD/YYYY]

**BILL TO**

**[Client Contact Name]**  
[Client Company Name]  
[Address]  
[City, State, Zip]

**PROJECT DETAILS**

**Project Name:** [Project Name/Code]  
**PO Number:** [Reference Number]  
**Period:** [Start Date] - [End Date]

DESCRIPTION OF SERVICES/DELIVERABLES	QUANTITY/HOURS	RATE/UNIT PRICE	AMOUNT
[Detailed Service Line Item 1] [Additional sub-details or milestone info]	[0.00]	[\$0.00]	[\$0.00]

DESCRIPTION OF SERVICES/DELIVERABLES	QUANTITY/HOURS	RATE/UNIT PRICE	AMOUNT
[Detailed Service Line Item 2]	[0.00]	[\$0.00]	[\$0.00]
[Reimbursable Expense - Description]	[1]	[\$0.00]	[\$0.00]

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

**PAYMENT INSTRUCTIONS**

Please make checks payable to: **[Contractor Name]**

**Bank Transfer (ACH/Wire):**

Bank: [Bank Name] | Acct: [Account Number] | Routing: [Routing Number]

**Electronic Payment:** [PayPal/Zelle/Venmo details]

**Notes:** [Insert terms such as "Late fee of X% applies after 30 days" or "Thank you for your business."]