

INVOICE

#INV-001

[Contractor Name/Company]

[Street Address]

[City, State, Zip]

[Email / Phone]

BILL TO:

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip]

INVOICE DETAILS:

Date Issued: [Date]

Due Date: [Date]

PO Number: [Number]

DESCRIPTION	HOURS/QTY	RATE	AMOUNT
[Service description or project phase name]	0.00	\$0.00	\$0.00
[Service description or project phase name]	0.00	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Name]** or transfer to:
Bank Name: [Bank] | Account: [Number] | Routing: [Number]

Thank you for your business.