

INVOICE

[Your Business Name]
[Email Address]
[Phone Number]

BILL TO

[Client Name]
[Client Company]
[Client Address]

INVOICE NUMBER #[0000]
DATE ISSUED [Date]
DUE DATE [Date]

DESCRIPTION OF SERVICES	UNITS (WORDS/HRS)	RATE	AMOUNT
[Project Title/Phase] [Brief description of work delivered]	[Quantity]	[\$[0.00]]	[\$[0.00]]
[Additional Service] [Revisions or consultation hours]	[Quantity]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00]			
Tax/Fees: \$[0.00]			
Total Due: \$[0.00]			

PAYMENT INSTRUCTIONS

Please make payment via [Bank Transfer/PayPal/Check].
Account Details: [Information here]

TERMS

Upon final payment, all intellectual property rights for the completed work are transferred to the client. This invoice is subject to the terms of the Ghostwriting Agreement signed on [Date].