

INVOICE

[Firm Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [00000]
Date: [Date]
Project ID: [Project #]

CLIENT

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

PROJECT DETAILS

Name: [Project Name]
Phase: [e.g., Schematic Design / Construction Admin]

DESCRIPTION OF SERVICES / MILESTONE	HOURS / QTY	RATE	AMOUNT
[Service Item Name]	0.00	\$0.00	\$0.00
[Service Item Name]	0.00	\$0.00	\$0.00
[Reimbursable Expenses]	1	\$0.00	\$0.00
Subtotal \$0.00			
Tax \$0.00			
Total Due \$0.00			

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to **[Firm Name]**. Payment is due within [30] days.

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