

INVOICE

Phase: Site Planning & Discovery

[Company Name]

[Street Address]

[City, State, Zip]

BILL TO

[Client Name]

[Client Address]

[Client Email]

DETAILS

Invoice #: [0000]

Date: [Date]

Due Date: [Date]

Planning Activity Description	Hours/Qty	Rate	Amount
Site Audit & Requirement Gathering	-	-	\$0.00
Information Architecture & Sitemap Creation	-	-	\$0.00
Wireframing & UX Prototyping	-	-	\$0.00
Technical Specification Documentation	-	-	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Terms: Net [30] days. Please make checks payable to [Company Name].

Notes: This invoice covers the initial strategic planning phase only. Design and development phases will be billed separately upon milestone completion.