INVOICE

Date: [Date]
Invoice #: [0001]

[Copywriter Name/Agency]
[Address Line 1]
[Email Address]
[Tax ID/VAT]

BILL TO:
[Client Company Name]
[Attention: Name]
[Address Line 1]
[City, State, Zip]

BILLING PERIOD:
[Month, Year]
DUE DATE:
[Date]

DESCRIPTION OF SERVICES	QUANTITY	RATE	AMOUNT
[Project Name / Monthly Retainer]	[Hours/Units]	$[0.00]	$[0.00]
[Copywriting/Editing/Strategy]	[Hours/Units]	$[0.00]	$[0.00]
[Additional Service/Revisions]	[Hours/Units]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Tax ([0]%): $[0.00]

TOTAL DUE: $[0.00]

Payment Instructions:
Bank: [Bank Name] | Account: [Number] | Routing: [Number]
Payment terms: [Net 30]

Thank you for your business.