

[Your Name/Business Name]
[Address Line 1]
[City, State, Zip]
[Email Address]

INVOICE

Invoice #: [000]
Date: [Month DD, YYYY]

Bill To:
[Client Name]
[Company Name]
[Client Address]
Payment Terms:
Due Date: [Month DD, YYYY]
Late Fee: [Optional %]

Project / Description	Units (Words/Hrs)	Rate	Amount
[Project Name or Campaign]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Article Title or Task]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Monthly Retainer/Consultation]	[0.00]	[\$[0.00]]	[\$[0.00]]
			Subtotal: \$[0.00]
			Tax ([0] %): \$[0.00]

Total Due: \$[0.00]

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

PayPal: [Email Address] | Venmo: [Username]

Thank you for your business!