

INVOICE

[Firm Name]
[Address Line 1]
[City, State, Zip]
[Tax ID / EIN]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Business Name]
[Client Address]
[Client Email]

SERVICE PERIOD:

[Start Date] to [End Date]

Description of Services	Rate/Price	Qty/Hours	Total
Tax Preparation & Filing	\$0.00	0	\$0.00
Monthly Bookkeeping Services	\$0.00	0	\$0.00
Financial Consultation	\$0.00	0	\$0.00
Payroll Processing	\$0.00	0	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Amount Due: \$0.00

PAYMENT INSTRUCTIONS

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

Thank you for your business.