

# INVOICE

**[Contractor Name/Business Name]**

[Tax ID / EIN]

[Physical Address]

[Phone Number] | [Email]

Invoice # [00001]

Date [MM/DD/YYYY]

Due Date [MM/DD/YYYY]

Project [Project Name/Code]

## BILL TO

**[Client Name / Company]**

[Attn: Contact Person]

[Client Address]

[Client Email]

## PAYMENT INSTRUCTIONS

Bank: [Bank Name]

Account Name: [Name]

Account #: [Number]

Routing #: [Number]

PayPal/Zelle: [Email/Handle]

DESCRIPTION OF SERVICES	DATE / PERIOD	RATE / PRICE	QTY/HRS	AMOUNT
[Task Description - e.g., Web Development Modules]	[Date Range]	\$0.00	0	\$0.00
[Task Description - e.g., Consultation Hours]	[Date]	\$0.00	0	\$0.00
[Reimbursable Expense - e.g., Software License]	[Date]	\$0.00	1	\$0.00

Subtotal: \$0.00  
Tax ([0] %): \$0.00  
Total Due: \$0.00

**Notes:** Please include invoice number with your payment. Late payments may be subject to a [0] % monthly interest fee as per the independent contractor agreement.

Thank you for your business.