

# INVOICE

[Design Studio Name]  
[Address Line 1]  
[Email / Phone]

**Invoice #** [000]  
**Date:** [Date]  
**Due Date:** [Date]

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## CLIENT

[Client Name]  
[Project Address]  
[Phone Number]

## PROJECT MILESTONE

**[e.g., Concept Development Phase]**  
Project Ref: [Project ID]

TASK DESCRIPTION	RATE	HOURS	AMOUNT
[Task: Space Planning & Schematics]	[\$[0.00]]	[0.0]	[\$[0.00]]
[Task: FF&E Research & Sourcing]	[\$[0.00]]	[0.0]	[\$[0.00]]
[Task: Client Meetings / Site Visits]	[\$[0.00]]	[0.0]	[\$[0.00]]

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

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**Total Due: \$[0.00]**

**PAYMENT INSTRUCTIONS**

Please make checks payable to **[Business Name]** or pay via Bank Transfer: **[Account Info]**.

*Thank you for the opportunity to design your space.*