

# INVOICE

Milestone: Furniture Sourcing & Procurement

DATE

[Date]

INVOICE #

[00000]

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FROM

**[Design Studio Name]**

[Address Line 1]

[City, State, Zip]

[Email/Phone]

TO

**[Client Name]**

[Project Address]

[City, State, Zip]

[Project Reference]

DESCRIPTION / MILESTONE ITEM	QTY/HRS	RATE	AMOUNT
Furniture Concept Development & Sourcing (Initial Selection)	-	-	[0.00]
Vendor Coordination & Quote Management	-	-	[0.00]
Purchasing Administration & Logistics Planning	-	-	[0.00]

DESCRIPTION / MILESTONE ITEM	QTY/HRS	RATE	AMOUNT
FF&E Deposit (Furniture, Fixtures, & Equipment)	1	[0.00]	[0.00]

Subtotal [0.00]

Tax / Shipping Est. [0.00]

Total Due \$[0.00]

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**PAYMENT TERMS**

Net [15] days. Payment required prior to furniture order placement. Please make checks payable to [Studio Name] or via bank transfer to [Account Details].