

INVOICE

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

Invoice #: [000]
Date: [Date]
Project: [Project Name]

BILL TO

[Client Name]
[Client Address]
[Client City, State, Zip]

MILESTONE PHASE

[e.g., Furniture Procurement - 50% Deposit]
Due Date: [Date]

| DESCRIPTION / SPECIFICATION ID | QTY | UNIT PRICE | TOTAL |
|-----------------------------------|-----|------------|--------|
| [Item Name / SKU - Room Location] | [0] | \$0.00 | \$0.00 |
| [Item Name / SKU - Room Location] | [0] | \$0.00 | \$0.00 |
| Shipping, Handling & Freight | 1 | \$0.00 | \$0.00 |

Subtotal \$0.00
Procurement Fee ([%]%) \$0.00
Sales Tax \$0.00
Total Amount \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to [Design Firm Name] or pay via [Wire/Online Link].

Note: Orders will not be placed until milestone payment is received in full.