

# INVOICE

[Firm Name]  
[Street Address]  
[City, State, Zip]

INVOICE NUMBER

#0000

DATE

[Date]

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CLIENT

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

PROJECT

[Project Name / Number]  
[Project Address / Phase]

DESCRIPTION OF SERVICES / PHASE	HOURS / %	RATE	AMOUNT
[Phase Name: e.g., Schematic Design]	[0.00]	[0.00]	\$0.00
[Phase Name: e.g., Construction Documentation]	[0.00]	[0.00]	\$0.00
[Reimbursable Expenses]	-	-	\$0.00

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Subtotal \$0.00

Tax \$0.00

Total Balance Due \$0.00

**PAYMENT INSTRUCTIONS**

Please make checks payable to [Firm Name]. Electronic transfer details: [Bank Details / IBAN].

Terms: Net [30] days. Thank you for your business.