

INVOICE

[Your Agency Name]
[Street Address]
[City, State, Zip]

Invoice # [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Client:
[Client Name]
[Company Name]
[Email Address]
Project:
[Agile Project Name]
Sprint/Phase:
[Sprint Number or Title]

MILESTONE / USER STORY	STATUS	WEIGHT/HOURS	RATE	AMOUNT
[Milestone Name 1]	[Completed]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Milestone Name 2]	[Completed]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Milestone Name 3]	[Completed]	[0.00]	[\$[0.00]]	[\$[0.00]]

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

Notes:

Payment via: [Bank Transfer/PayPal/Other]. Please include invoice number in the reference.

Thank you for your business.