

INVOICE

[Your Business Name]
[Street Address]
[City, State, Zip]
[Email Address]

INVOICE NUMBER #[0000]
DATE [Month Day, Year]

BILL TO: [Client Name]
[Client Company]
[Client Address]
[Client Email]

BILLING PERIOD: [Start Date] - [End Date]

Description	Hours/Qty	Rate	Total
Monthly Retainer Fee [Details of included services]	[00]	[\$[0.00]]	[\$[0.00]]
Additional Hours [Overages at standard rate]	[00]	[\$[0.00]]	[\$[0.00]]
Reimbursable Expenses [Software subscriptions, postage, etc.]	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]

Total Due: \$[0.00]

PAYMENT INSTRUCTIONS

Please make payment via [PayPal/Bank Transfer/Stripe] to [Account Details].
Payment is due within [Number] days of receipt.

Thank you for your business!