

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

EIN [00-0000000] · W-9 on file

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

PO # [client's purchase order, if any]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

ENGAGEMENT

[Project or engagement name]

[Per the statement of work dated MM/DD/YYYY]

Period: [month, or dates] · contact: [client contact]

DESCRIPTION	QTY	RATE	AMOUNT
[Task or deliverable] [Hours × hourly rate, or a day rate × days]			
[Task or deliverable] [Dates; what was delivered]			
Monthly retainer — [month] [What the retainer covers; hours included]			
Milestone — [name] [x]% of the project fee, per the SOW			
Expenses at cost — [travel / software / materials] [Receipts attached]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT

[Net 30, or your due date. How to pay — ACH, card, check.]

BANK DETAILS

[Business name · bank · routing · account. Reference the invoice number.]