INVOICE

[Your Business Name]
[Street Address]
[City, State ZIP]
[email@example.com]

INVOICE NUMBER	ISSUE DATE	DUE DATE
[0001]	[MM/DD/YYYY]	**[MM/DD/YYYY]**

FROM
[Your Name or Business]
[Street Address]
[City, State ZIP]
[EIN or SSN — if your client asked for it]

BILL TO
[Client Company Name]
[Attn: Accounts Payable]
[Street Address]
[City, State ZIP]

DESCRIPTION	QTY / HRS	RATE	AMOUNT
[Describe the work — one line per deliverable]			

Subtotal	
Discount	
Tax	
TOTAL DUE	**$0.00**

PAYMENT TERMS
[Net 30 — payment due within 30 days of the issue date.]
[Late payments are subject to a 1.5% monthly service charge, where permitted by state law.]

PAYMENT DETAILS
[Bank name, routing number, account number — or the payment link you use.]

NOTES
[Thank you for your business.]