

INVOICE

Bill by the hour, the day or the deliverable, with a PO number field.

Invoice number

Issue date

Due date

Project name

Purchase order number

Period covered

FROM

Business name

Address

City, state, ZIP

Phone

Email

Tax ID / VAT number

BILL TO

Client name

Address

City, state, ZIP

Email

Description	Hours / units	Rate	Amount
Project fee or milestone (name the milestone)			
Hourly work (hours at your rate)			
Day rate (days at your rate)			
Discovery, research or strategy			
Revisions beyond the agreed round			
Expenses recharged at cost			
Software or stock licences bought for this project			
Less retainer or deposit already paid			

Subtotal

Discount

Tax

TOTAL DUE

HOW TO PAY

Bank name and account holder

Account number / IBAN

Routing number / sort code / BIC

Or pay online at

Notes

Hours and deliverables are listed separately so you can see what each part of the fee covers.

Payment terms

Payment is due by the due date shown above. Late payment may pause work in progress.