INVOICE

FROM

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Billing period _____

BILL TO

Company _____ Attention _____

Address _____

Email _____

SERVICES

Service	Details	Hours / qty	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Discount (_____%)	
Sales tax, if applicable (_____%)	
Total	
Less: retainer applied	
Amount due	

NOTES

_____

_____

Please quote the invoice number with your payment.