DESIGN INVOICE

DESIGNER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Quote no. _____

BILL TO (CLIENT)

Client _____ Contact _____

Email _____

PROJECT

Project _____

Final files delivered _____

Usage and licensing _____

DELIVERABLES (FIXED FEES)

Description	Qty	Unit	Unit price	Amount

Deliverables subtotal

HOURLY WORK

Description	Qty	Unit	Unit price	Amount

Hourly work subtotal

Subtotal	
Sales tax on design services, if applicable (_____%)	
Font license, passed through at cost	
Total	
Less: deposit received	
Amount due	

HOW TO PAY

Accepted methods _____ Account name _____

Bank details _____ Payment reference _____

PROJECT NOTES

Please quote the invoice number with your payment.