INVOICE

FROM

Name or business _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Billing period _____

BILL TO

Company _____ Attention _____

Address _____

Email _____

TIME ENTRIES

Date	Task	Hours	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Sales tax, if applicable (_____%)	
Amount due	

TIME NOTES

_____

_____

Please quote the invoice number with your payment.