INVOICE

SELF-EMPLOYED

Name _____

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Client PO no. _____

BILL TO (CLIENT)

Company _____ Attention _____

Address _____

Email _____

SERVICES

Service	Date or basis	Qty	Unit	Rate	Amount

Services subtotal

EXPENSES, AT COST

Service	Date or basis	Qty	Unit	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Sales tax, if applicable (_____%)

Expenses, at cost

Total

Amount due

NOTES

_____

_____

Please quote the invoice number with your payment.