

[YOUR BUSINESS NAME]

[Street address, City]
[Phone] • [email@business.com]

INVOICE

Invoice no. **INV-0001**
Date: **[DD/MM/YYYY]**
Due date: **[DD/MM/YYYY]**
Project: **[Project name]**

BILL TO

[Client name]
[Company]
[Address, City]
[client@email.com]

Description	Qty	Rate (USD)	Amount (USD)
Website design — homepage and 4 inner pages (hours)	20	25.00	500.00
Revisions (hours)	4	25.00	100.00
Domain and hosting setup (fixed)	1	40.00	40.00
Subtotal			USD 640.00
Tax (0%)			USD 0.00
TOTAL DUE			USD 640.00

PAYMENT DETAILS

Bank: [Bank name]
Account title: [Account title]
Account / IBAN: [Account number or IBAN]
Or pay by: [PayPal / Payoneer / Wise email]

NOTES

Work period: [start date] – [end date].
Payment is due within 7 days. A late fee of [x]% per month may apply.

Thank you for your business!