

INVOICE

[Your Business Name]
[Your Name]
[Your Address (optional)]
[your@email.com]
[+1 (555) 000-0000]
[yourwebsite.com]

Bill To

[Client Name]
[Client Company Name]
[client@email.com]
[Client Address (optional)]

Invoice Number	2026-001
Invoice Date	[Date Issued — e.g. May 22, 2026]
Due Date	[Due Date — e.g. June 21, 2026 (Net 30)]
Project	[Project Name or Description]

Services

Description	Qty	Rate	Amount
[Service description — e.g. Brand Strategy Consultation]	1	[\$[RATE]]	[\$[AMOUNT]]
[Additional deliverable — e.g. Written recommendations report]	1	[\$[RATE]]	[\$[AMOUNT]]

Subtotal	[\$[SUBTOTAL]]
Deposit paid (Invoice 2026-000) <i>Delete this line if no deposit was collected.</i>	– \$[DEPOSIT AMOUNT]
Tax (if applicable) <i>US consulting generally not taxable — verify with your accountant.</i>	[\$[TAX]]
Total Due	[\$[TOTAL DUE]]

Payment Terms

Payment due: Net 30 (due [DATE])

Accepted methods: [Bank transfer / ACH / PayPal / Venmo / Check]

Late fee: Invoices unpaid after the due date will incur a finance charge of 1.5% per month on the outstanding balance.

Notes

Thank you for your business! [Wire transfer details, any project reminders, or a friendly note here.]