[Your business name]

[Street address]
[City, State ZIP]
[Email] · [Phone]

INVOICE

Invoice # **[INV-0001]**
Invoice date **[MM/DD/YYYY]**
Due date **[MM/DD/YYYY]**

BILL TO

[Client name or company]
[Street address]
[City, State ZIP]

Description	Qty	Unit price	Amount
Example: Event photography, 4 hours	4	$150.00	$600.00
Example: Edited photo gallery	1	$200.00	$200.00

PAYMENT DETAILS

Bank transfer / ACH: [Bank name], routing [000000000], account [0000000000]
Check payable to: [Your business name]
Pay online: [your Stripe, PayPal or Venmo payment link]
Please include the invoice number with your payment.

Payment due within [7] days.

Subtotal	$800.00
Sales tax (example 6%)	$48.00
Total due (USD)	**$848.00**

NOTES

Thank you for your business.