[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]

Date	Description	Hours	Rate	Amount
10/05/2026	Example: Bookkeeping, September close	3.5	$60.00	$210.00
10/12/2026	Example: Payroll setup call	1	$60.00	$60.00

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 [14] days.

Subtotal	$270.00
Sales tax (example 6%)	$16.20
Total due (USD)	**$286.20**

NOTES

Hours are billed in 15-minute increments.