[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: Copywriting, 2,000 words	1	$400.00	$400.00
Example: Revisions (hours)	2	$50.00	$100.00

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	$500.00
Sales tax (example 6%)	$30.00
Total due (USD)	**$530.00**

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