[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: Website design, 10 hours	10	$85.00	$850.00
Example: Stock photo license	2	$25.00	$50.00

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 [30] days (Net 30).

Subtotal	$900.00
Sales tax (example 6%)	$54.00
Total due (USD)	**$954.00**

NOTES

Sales tax: enter your state and local rate. Many states don't tax services; leave it at 0% if yours doesn't.