[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

INVOICE

Invoice no. **INV-0001**

BILL TO

[Client name]
[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Work on [date] [Task or project]	1	$0.00	$0.00
Work on [date] [Task or project]	1	$0.00	$0.00
Work on [date] [Task or project]	1	$0.00	$0.00

Subtotal	$0.00
Total (USD)	**$0.00**
Balance due (USD)	**$0.00**

PAYMENT DETAILS

[How to pay: bank, PayPal, or other details]

NOTES

Quantity is hours worked. The rate is your hourly rate. Add or remove lines for each day or task.

TERMS

Payment is due within 14 days of the invoice date (Net 14).