

Company Name

Invoice: 20130115
Company: JohnDoe.com
Contact: John Doe <some-email@domain.com>

Developer: Your Name
E-Mail: you-email@domain.com
Skype: your.skype.address
Phone: +1000-000-0000

Summary

Task Description	Hrs	Hr. Cost	Sub Total
A task	2	\$80.00	\$160.00
Another task	1	\$40.00	\$40.00

Sub Total: \$200.00 / **Grand Total:** \$200.00 (no tax)

Terms

- Payments are to be made payable to [NAME] via Paypal¹ or Direct Deposit².
- Grand Total must be paid by the end of [DATE] (30 days).
- If Grand Total is not paid by the end of [DATE], an late-fee³ will be applied to the Grand Total.

Payments

Date	Method	Amount
2012-01-15	Paypal	\$100.00

-
1. Paypal e-mail address for payments is <[YOUR EMAIL]>. [↩](#)
 2. Please contact if you wish to do a Direct Deposit. [↩](#)
 3. Late-fee of 2% interest per-day until paid. [↩](#)