***Your Name Here***

**your website here**

your email address here | your phone number here

date here

invoice

**Payable to: Send to: Invoice #:** XXX

your full name here how you will receive the payment

(e.g. check, bank transfer, cash)

If check, include your mailing address.

If bank transfer, include your bank account info.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)** | **Description** | **Quantity** | **Rate** | **Amount** |
| example: September 2015 | example: | how many hours worked (if billing per hour) | $XX.XX  (if billing per hour) | $XX.XX |

**Credits:** $0.00

**Current Invoice Total:** $XX.XX

Thank you for your continued business and prompt payment. Current Invoice Total does not reflect any past due amounts. Invoices not paid in full within 30 days of issuance may be assessed a monthly late charge equal to the highest percentage according to insert U.S. state here law.