

Simple Services Co
123 Main Street
Anywhere, ST 12345
(555) 123-4567
billing@simple.com

Invoice #SIMPLE-001 for Services Rendered

Monday, March 25, 2024

Ms. Jane Smith
456 Client Avenue
Clientville, CT 67890
jane@client.com

Hello Ms. Ms. Jane Smith,

Attached you will find an invoice for my consulting work. The invoice enclosed reflects rates for website, logo, business services.

Please review the attached detailed breakdown of services provided.

Please let me know if there is anything else I can do. Payment can be made via your preferred method.

Thank you very much. It was a pleasure to work on this project and I look forward to the next opportunity to do so.

Sincerely,

Simple Services Co
Professional Title

Attached:

Invoice #SIMPLE-001

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Date	Job Description	Day Rate/Expense
	Website Development	\$2,500.00
	Logo Design	\$500.00
	Business Cards	\$150.00