# INVOICE

***[YOUR NAME][YOUR ADDRESS][YOUR TELEPHONE][YOUR FAX][YOUR EMAIL]***

***[DATE][CLIENT NAME][CLIENT TITLE][CLIENT COMPANY NAME][CLIENT COMPANY ADDRESS]***

**Re: *[PROJECT TITLE], [JOB NUMBER / CHANGE ORDER NUMBER]***

***Use the Project Title and job number or change order from your Project Proposal***

**Invoice: *[INVOICE NUMBER], [INVOICE DESCRIPTION]***

***Number your invoices to keep track of them for billing purposes. The invoice description should be the milestone description from your Project Proposal or Letter of Agreement, assuming your schedule of payment is tied to milestones.***

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal:** |  |
| **Tax:** |  |
| **Total:** |  |

**Terms**: ***[PAYMENT TERMS]***

|  |  |
| --- | --- |
| Designer Signature | Designer Name |