[Your Full Name or Your Company Name]

[Your Address or Address Your Company is Registered to]

**Invoice**

**Recipient:**

[Company/Client Name]

[Client Address]

**Invoice #**: [Provide Invoice Number]

**Date issued**: [Date you’re submitting your invoice]

**Date due:** [Date you expect payment to be completed, remember this must match your initial agreement in your proposal]

**Services Rendered**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **Description of Work Done** | **Hours Spent** | **Amount Per Hour** | **Total** |
| [Itemized service provided] | [Clear description of service provided, be as specific as possible] | [Amount of hours spent on service] | [$X] | (Hours spent) x (Amount per hour) = [$X] |
| [Itemized service provided] | [Clear description of service provided, be as specific as possible] | [Amount of hours spent on service] | [$X] | (Hours spent) x (Amount per hour) = [$X] |
| [Itemized service provided] | [Clear description of service provided, be as specific as possible] | [Amount of hours spent on service] | [$X] | (Hours spent) x (Amount per hour) = [$X] |
| [Itemized service provided] | [Clear description of service provided, be as specific as possible] | [Amount of hours spent on service] | [$X] | (Hours spent) x (Amount per hour) = [$X] |
| [Itemized service provided] | [Clear description of service provided, be as specific as possible] | [Amount of hours spent on service] | [$X] | (Hours spent) x (Amount per hour) = [$X] |

**Total Payment Due:** [Total Payment in Dollars]