

next8n

INVOICE TEMPLATES

Workflow Automation Delivery Framework

ENTERPRISE EDITION

Version: 2.0

Date: December 28, 2025

Author: Mirza Iqbal

Contact: mirza.iqbal@next8n.com

Table of Contents

Table of Contents

Invoice Templates

Professional Billing Documents

1. Project Deposit Invoice

2. Project Final Invoice

3. Monthly Retainer Invoice

4. Change Order Invoice

5. Payment Reminder Templates

First Reminder (Day 1 Past Due)

Second Reminder (Day 7 Past Due)

Final Notice (Day 14+ Past Due)

Invoice Tracking Spreadsheet

Invoice Templates

Professional Billing Documents

1. Project Deposit Invoice

INVOICE

Invoice #: INV-[XXXX]

Date: [DATE]

Due Date: [DUE DATE]

FROM:

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone]

TO:

[Client Company Name]

[Client Address]

[Client Email]

Attn: [Contact Name]

PROJECT: [Project Name]

AGREEMENT: [Agreement #]

DESCRIPTION

AMOUNT

Project Deposit - [Project Name]
 (50% of total project fee of \$[X,XXX])

\$[X,XXX.XX]

Includes:

- [Workflow 1]
- [Workflow 2]
- Documentation & Training
- [X] Days Post-Launch Support

SUBTOTAL \$[X,XXX.XX]

TAX ([X]%) \$[XXX.XX]

TOTAL DUE \$[X,XXX.XX]

PAYMENT METHODS:

Bank Transfer:

Bank: [Bank Name]

Account: [Account Number]

Routing: [Routing Number]

Credit Card:

Pay online: [\[Payment Link\]](#)

Other: [PayPal, Wise, etc.]

NOTES:

- Payment due within [15] days of invoice date
- Work begins upon receipt of payment
- Questions? Contact [email]

Thank you for your business!

2. Project Final Invoice

INVOICE

Invoice #: INV-[XXXX]

Date: [DATE]

Due Date: [DUE DATE]

FROM:

[Your Company Name]

[Your Address]

[Your Email]

TO:

[Client Company Name]

[Client Address]

[Client Email]

PROJECT: [Project Name] - FINAL PAYMENT

DESCRIPTION

AMOUNT

Project Completion - [Project Name]
(Final 50% of total project fee)

[\$X,XXX.XX]

Delivered:

[Workflow 1] - Completed

[Workflow 2] - Completed

Documentation Package

Training/Handover Call

[X]-Day Support Period Active

Less: Deposit Paid (INV-[XXXX])

-[\$X,XXX.XX]

SUBTOTAL \$[X,XXX.XX]

TAX ([X]%) \$[XXX.XX]

BALANCE DUE \$[X,XXX.XX]

PAYMENT: [Same methods as above]

Thank you for the opportunity to work together!



3. Monthly Retainer Invoice

INVOICE

Invoice #: INV-[XXXX]
 Date: [DATE]
 Due Date: [DUE DATE]
 Period: [MONTH YEAR]

FROM:	TO:
[Your Company Name]	[Client Company Name]
[Your Address]	[Client Address]
[Your Email]	[Client Email]

DESCRIPTION	AMOUNT
Monthly Maintenance Retainer - [MONTH YEAR] [TIER] Plan	\$[XXX.XX]

Includes:

- Monitoring & oversight
- Bug fixes & issue resolution
- [X] hours support time
- Monthly check-in call
- Monthly performance report

OVERAGE (if applicable):	
Additional hours: [X] hrs @ \$[XXX]/hr	\$[XXX.XX]
[Description of additional work]	

SUBTOTAL	\$[X,XXX.XX]
TAX ([X]%)	\$[XXX.XX]
TOTAL DUE	\$[X,XXX.XX]

RETAINER SUMMARY:

Hours included: [X]
 Hours used: [X]

Hours remaining/overage: [X]
See attached monthly report for details.
PAYMENT: [Same methods]
Thank you for your continued partnership!

4. Change Order Invoice

INVOICE CHANGE ORDER	
Invoice #: INV-[XXXX]-CO[X] Date: [DATE] Due Date: [DUE DATE] Related Project: [Project Name] Original Agreement: [Agreement #] Change Order: CO-[XXX]	
DESCRIPTION	AMOUNT
Change Order: [Title/Description]	[\$[X,XXX.XX]
Details: <ul style="list-style-type: none">• [Item 1]• [Item 2]• [Item 3]	
Requested by: [Client Name] on [Date] Approved: [Date]	
TOTAL DUE \$[X,XXX.XX]	
NOTE: This change order is in addition to the original project scope and is billed separately.	

5. Payment Reminder Templates

First Reminder (Day 1 Past Due)

Subject: Friendly Reminder - Invoice #[XXXX] Due

Hi [Name],

Just a quick reminder that Invoice #[XXXX] for \$[X,XXX] was due on [Date].

If you've already sent payment, please disregard this message!

If not, you can pay here: [Payment Link]

Or contact me if there are any questions.

Thanks!

[Your Name]

Second Reminder (Day 7 Past Due)

Subject: Payment Reminder - Invoice #[XXXX] - 7 Days Overdue

Hi [Name],

Following up on Invoice #[XXXX] for \$[X,XXX], which is now 7 days overdue.

Is there anything holding up payment? I'm happy to help if there are any questions or issues with the invoice.

Pay online: [Payment Link]

Please let me know the status.

Thanks,

[Your Name]

Final Notice (Day 14+ Past Due)

Subject: URGENT: Invoice #[XXXX] - [X] Days Overdue

Hi [Name],

Invoice #[XXXX] for \$[X,XXX] is now [X] days overdue.

Per our agreement, late payments are subject to a [1.5%] monthly fee, and services may be suspended for accounts over 30 days past due.

Please remit payment immediately or contact me to discuss.

Pay now: [Payment Link]

I'd prefer to resolve this directly rather than escalate further.

Regards,
[Your Name]

Invoice Tracking Spreadsheet

INVOICE #	CLIENT	PROJECT	AMOUNT	DATE SENT	DUE DATE	STATUS	PAID DATE	NOTES
INV-0001			\$			Pending/ Paid/ Overdue		
INV-0002			\$					
INV-0003			\$					

Customize these templates with your branding and specific terms.

Workflow Automation Delivery Framework | next8n | <https://next8n.com>

This document is confidential and intended for authorized use only.