

# ABC Services

123 Business Street  
Anytown, CA 90210  
(555) 123-4567  
billing@abcservices.com  
Tax ID: 12-3456789

# INVOICE

INV-2024-1205

Date: December 1, 2024

Due: December 31, 2024

## BILL TO

Johnson Manufacturing Co.  
456 Industrial Blvd  
Factory Town, CA 90215  
Attn: Sarah Johnson, CFO

## INVOICE DETAILS

Due Date: December 31, 2024  
Terms: Net 30 days  
PO Number: JM-2024-0089

## SHIP TO

Johnson Manufacturing Co.  
Same as billing address

## Website Redesign & E-commerce Integration

✓ Project Completed - November 28, 2024

Description	Hours	Rate	Amount
PHASE 1: DISCOVERY & PLANNING			
Initial consultation and requirements gathering	8	\$125/hr	\$1,000.00
Technical architecture planning	12	\$135/hr	\$1,620.00
UI/UX design mockups	16	\$115/hr	\$1,840.00
PHASE 2: DEVELOPMENT			
Frontend development (React)	32	\$120/hr	\$3,840.00
Backend API development	24	\$130/hr	\$3,120.00
E-commerce integration (Shopify)	16	\$125/hr	\$2,000.00
Database setup and migration	8	\$140/hr	\$1,120.00
PHASE 3: TESTING & DEPLOYMENT			
Quality assurance testing	12	\$100/hr	\$1,200.00
Performance optimization	8	\$135/hr	\$1,080.00
Production deployment	6	\$130/hr	\$780.00
PHASE 4: TRAINING & DOCUMENTATION			
Client training sessions	4	\$110/hr	\$440.00

Description	Hours	Rate	Amount
Technical documentation	6	\$105/hr	\$630.00
ADDITIONAL SERVICES			
SSL certificate (1 year)	1	\$99.00	\$99.00
Premium hosting setup	1	\$299.00	\$299.00
Subtotal:			\$19,068.00
Early Payment Discount (5%):			-\$953.40
Net Subtotal:			\$18,114.60
CA State Tax (8.75%):			\$1,585.03
TOTAL AMOUNT DUE:			\$19,699.63

Payment Terms

- Net 30 days from invoice date
  - 5% early payment discount if paid within 10 days
  - 1.5% monthly service charge on overdue amounts
- Payment methods: Check, Wire Transfer, ACH
  - Project delivered: November 28, 2024
  - 90-day warranty period included

Thank You for Your Business!

Please retain this invoice for your records

# ABC Services

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Tax ID: 12-3456789

## PAYMENT TERMS & CONDITIONS

### Professional Services Agreement

#### Invoice Reference Information

**Invoice:** INV-2024-1205  
**Amount:** \$19,699.63

**Client:** Johnson Manufacturing Co.  
**Due Date:** December 31, 2024

**Project:** Website Redesign & E-commerce Integration  
**PO Number:** JM-2024-0089

### PAYMENT TERMS

#### Payment Schedule

- Payment Due:** December 31, 2024 (Net 30 days)
- Early Payment Discount:** 5% if paid by December 11, 2024
- Total Amount Due:** \$19,699.63
- Early Payment Amount:** \$18,714.65 (discount already applied)

#### Late Payment Policy

- Grace Period:** 5 business days after due date
- Late Fee:** 1.5% per month on outstanding balance
- Collection:** Accounts over 60 days may be sent to collections
- Legal Fees:** Client responsible for collection costs

### ACCEPTED PAYMENT METHODS

#### Bank Transfer / Wire

**Bank:** First National Bank of California  
**Routing:** 121000248  
**Account:** 4567890123  
**SWIFT:** FNBCUS33

#### Business Check

**Payable to:** ABC Services Inc.  
**Mail to:** 123 Business Street  
Anytown, CA 90210  
**Reference:** INV-2024-1205

#### ACH Transfer

**Contact for authorization form**  
Email: billing@abcservices.com  
Phone: (555) 123-4567 ext. 102

#### Alternative Payments

**PayPal Business:** payments@abcservices.com  
**Zelle:** billing@abcservices.com  
**Credit Card:** 3% processing fee applies

## TERMS OF SERVICE

### Work Completed

All services listed on this invoice have been completed according to the agreed Statement of Work dated October 15, 2024. Client has accepted all deliverables as of November 28, 2024.

### Warranty & Support

- **Warranty Period:** 90 days from project completion
- **Support Included:** Bug fixes and minor adjustments
- **Additional Support:** Available at \$125/hour
- **Response Time:** 24-48 hours for warranty issues

### Intellectual Property

- Custom code and designs become client property upon full payment
- Third-party licenses remain with respective vendors
- ABC Services retains rights to general methodologies and frameworks

### Dispute Resolution

Any disputes regarding this invoice should be addressed within 10 days of receipt. Disputes will be resolved through good-faith negotiation or mediation in Los Angeles County, California.

## CONTACT INFORMATION

### Billing Inquiries

#### Accounts Receivable Department

Phone: (555) 123-4567 ext. 102  
Email: [billing@abcservices.com](mailto:billing@abcservices.com)  
Hours: Monday-Friday, 9:00 AM - 5:00 PM PST

### Project Questions

#### Sarah Martinez, Project Manager

Phone: (555) 123-4567 ext. 205  
Email: [sarah.martinez@abcservices.com](mailto:sarah.martinez@abcservices.com)

### Technical Support

#### Support Team

Phone: (555) 123-4567 ext. 301  
Email: [support@abcservices.com](mailto:support@abcservices.com)  
Hours: Monday-Friday, 8:00 AM - 6:00 PM PST

## ADDITIONAL NOTES

- This invoice reflects the final billing for the completed project
- All change orders and additional work have been included
- Client satisfaction survey will be sent separately
- Please reference invoice number INV-2024-1205 with all payments

**Document Generated: December 5, 2024 at 2:30 PM PST**

**Authorized by:** Michael Chen, Billing Manager

**Next Review Date:** January 5, 2025 (if unpaid)

*This document is part of the binding agreement between ABC Services Inc. and Johnson Manufacturing Co.*

*Please retain for your records.*

# ABC Services

123 Business Street  
Anytown, CA 90210  
(555) 123-4567  
billing@abcservices.com  
Tax ID: 12-3456789

# PAYMENT RECEIPT

REC-2024-1210  
December 10, 2024  
11:45 AM PST

✓ PAYMENT RECEIVED - PAID IN FULL

## Payment From

**Johnson Manufacturing Co.**  
456 Industrial Blvd  
Factory Town, CA 90215  
**Contact:** Sarah Johnson, CFO  
**Phone:** (555) 987-6543

## Payment Method

**Method:** Wire Transfer  
**Reference:** WT-JM-20241210-001  
**Bank Reference:** FNB-454789123  
**Received:** December 10, 2024  
**Cleared:** December 10, 2024

## Invoice Information

**Invoice:** INV-2024-1205  
**Date:** December 1, 2024

**Original Amount:** \$19,699.63  
**Project:** Website Redesign

**Early Payment:** Yes  
**Discount Applied:** 5%

## Description

## Amount

Original Invoice Amount	\$19,699.63
Early Payment Discount (5%)	-\$984.98
Processing Fee	\$0.00
<b>Total Payment Received</b>	<b>\$18,714.65</b>

## Account Status

Previous Balance  
**\$19,699.63**

Payment Applied  
**\$18,714.65**

Discount Earned  
**\$984.98**

Current Balance  
**\$0.00**

## Transaction Details

**Processed By:** Jennifer Lopez, Accounts Receivable

**Wire received from:** First National Bank

**Employee ID:** EMP-4567

**Cleared and verified:** December 10, 2024

**Authorization Code:** AUTH-2024-1210-0089

**Processing fees:** None applied

**Confirmation Email:** Sent to  
sarah.johnson@johnsonmfg.com

**Early payment discount:** Honored

## Project Details

**Project:** Website Redesign & E-commerce Integration

**Completion:** November 28, 2024

**Warranty Period:** Through  
February 28, 2025

**Support Contact:**  
support@abcservices.com

## Tax Information

**Tax Jurisdiction:** California

**Tax Rate Applied:** 8.75%

**Tax Amount:** \$1,585.03  
(included)

**Tax ID:** 12-3456789

## Record Keeping

**Fiscal Year:** 2024

**Quarter:** Q4

**GL Account:** 4000-Revenue

**Project Code:** PROJ-JM-2024-003

## Thank You

We appreciate your prompt payment and the opportunity to serve Johnson Manufacturing Co.

**Customer Since:** 2019

**For questions about this receipt:**

**Projects Completed:** 7

Accounts Receivable: (555) 123-4567 ext. 102

**Customer Status:** Preferred Client

Email: billing@abcservices.com

**Next Scheduled Review:** Q2 2025

Account Manager: Tom Wilson ext. 210

**Receipt Generated:** December 10, 2024 at 11:47 AM PST

**Processed By:** ABC Services Billing System v2.1

**Backup Location:** Server-02/Receip