

INVOICE [EXAMPLE]

YOUR NAME

Address

City, Country, Postal Code

Phone No. with area code

youremail.com

TO: CLIENT

Address

City, Country Postal Code

Phone No. with area code

clientemail.com

Invoice #00000

Delivered: Today's date

DUE: DATE (30 days after receipt)

Service	Details	Cost
Description	No. of words	\$XXX
Description	No. of words	\$XXX
TOTAL		\$XXX

Payment Options:

Paypal preferred (email above) or cheque (address above)

Thanks for your business! I look forward to working with you again soon.