

# INVOICE

INVOICE NO:  
INVOICE DATE:  
DUE DATE:

**FROM:**

<Your Name>  
<Your Address>  
<Your Contact Details>

**TO:**

<Contact Name>  
<Client Company Name>  
<Address>  
<Phone>  
<Email>

**Project Details:**

<Project Name / Dept>  
<Project Description>

| ITEM             | HRS/QTY | RATE | TOTAL |
|------------------|---------|------|-------|
| Writing Services |         |      |       |
| Other Services   |         |      |       |

Subtotal:  
Discount:  
Subtotal Less Discount:  
Tax Rate:  
Total Tax:  
**BALANCE DUE: \$**

**<TERMS & INSTRUCTIONS>**