



FROM

[Your name or studio name]

[Your email]

[Your phone]

[Business / tax number, if any]

[City, Country]

BILL TO

[Client company name]

[Contact person]

[Billing address]

[City, postal code]

[Client email]

INVOICE #

[0000]

ISSUE DATE

[DD / MM / YYYY]

DUE DATE

[DD / MM / YYYY]

DESCRIPTION	QTY	RATE	AMOUNT
[Monthly retainer]	[1]	[\$0.00]	[\$0.00]
[Consulting — per day rate]	[0]	[\$0.00]	[\$0.00]
[Consulting — per hour rate]	[0]	[\$0.00]	[\$0.00]
[Project-based fee]	[1]	[\$0.00]	[\$0.00]
[Travel & expenses (reimbursable)]	[1]	[\$0.00]	[\$0.00]
[]			
[]			

Subtotal [\$0.00]

Tax ([0]%) [\$0.00]

Total Due (USD) [\$0.00]

PAYMENT TERMS & NOTES

Payment terms: [e.g. Net 14 — due within 14 days of the issue date].

Payment methods: [bank transfer / PayPal / card] — [your payment details].

Notes: [deposit received, late-payment fee, thank-you message].