|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | **INVOICE** | |  |
| Date: | | Number: | |
|  |  |  |  |
|  |  |  |  |
| **From:** | | **To:** | |
| John Doe | | Client | |
| john.doe@emai.com | | client@email.com | |
| 123.456.7890 | | 123.456.7890 | |
|  |  |  |  |
|  | **$8,006.00** | |  |
|  |  |
|  | | | |
| **Message:** | This is the first invoice for our project.  Thank you for your business! | | |
|
|  | | | |
| **Services** | **Time (hours)** | **Hourly Rate** | **Amount** |
| Design | 5 | $55.00 | $275.00 |
| Implementation | 7 | $33.00 | $231.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Subtotal** |
|  |  |  | **$506.00** |
| **Fixed Payments** |  |  | **Amount** |
| Retainer fee |  |  | $7,500.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Subtotal** |
|  |  |  | **$7,500.00** |
|  |  |  |  |
|  |  |  | **Total** |
|  |  |  | **$8,006.00** |
|  |  |  |  |
| Term of payment: 15 days | | | |
| Late fees: 1% per day | | | |
| Preferred payment method: john.doe@emai.com (PayPal) | | | |
|  |  |  |  |
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