

Invoice Template for Hours Worked

FROM

John Doe
165 Eleventh Street
Apt 2
San Francisco, California, 95376
United States

TO

Sample Client
Sample Client
sampleclient@hellobonsai.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

ITEM NAME	UNITS	RATE	TOTAL
Professional Services	21	\$45.00	\$945.00
Other Services	13	\$30.00	\$390.00
Subtotal			\$1,335.00
Total Amount			\$1,335.00 (USD)

PAYMENT

The client can pay via wire transfer or mailed check.

The client will not pay the processing fees for an online payment.

1 of 2

LATE FEES

If this invoice is unpaid by Sep 22, 2020, a non-compounding late fee of 5.0% accrues monthly on the outstanding amount.

NOTES

Thank you for your business!

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