

Invoice Template for Email

FROM

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

TO

Sample Client
Sample Client
sampleclient@helloworld.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

ITEM NAME	UNITS	RATE	TOTAL
Email Services	25	\$55.00	\$1,375.00
Other Services	18	\$40.00	\$720.00
Subtotal			\$2,095.00
Total Amount		\$2,095.00 (USD)	

PAYMENT

The client can pay via wire transfer or mailed check.
The client will not pay the processing fees for an online payment.

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!