

## Monthly Invoice Template

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
Professional Services	30	\$95.00	\$2,850.00
Other Services	28	\$45.00	\$1,260.00
<b>Subtotal</b>			<b>\$4,110.00</b>
<b>Total Amount</b>			<b>\$4,110.00 (USD)</b>

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!

2 of 2