

## Simple Invoice Template

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	25	\$45.00	\$1,125.00
Other Services	30	\$30.00	\$900.00
<b>Subtotal</b>			<b>\$2,025.00</b>
<b>Total Amount</b>		<b>\$2,025.00 (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.

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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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