

Work 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 | \$45.00 | \$1,350.00 |
| Other Services | 18 | \$35.00 | \$630.00 |
| Subtotal | | | \$1,980.00 |
| Total Amount | | \$1,980.00 (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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