

Sample invoice for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | Your business address

INVOICE

Invoice #: 2026-114
Invoice date: July 23, 2026
Due date: August 22, 2026
Service date: July 21, 2026

BILL TO

Sample Client

ap@sampleclient.com | (555) 987-6543
Sample client billing address

Description	Qty	Rate	Total
Discovery and strategy session	3	\$125.00	\$375.00
Brand identity: logo and type system	1	\$2,400.00	\$2,400.00
Landing page design	1	\$1,800.00	\$1,800.00
Revision rounds beyond the two included	1	\$150.00	\$150.00
Licensed stock photography	1	\$89.00	\$89.00
		Subtotal	\$4,814.00
		Tax	\$0.00
		Total	\$4,814.00

PAYMENT TERMS

Net 30. Payable by bank transfer, Zelle, cash, or check. A 1.5 percent monthly late fee applies after the due date, as stated in the accepted proposal.

NOTES

Proposal #PRO-2026-114 accepted 2026-06-15. Third revision round approved 2026-07-14 (two rounds were included). W-9 on file with client since 2026-06-16. Reference PO #SC-4471 on payment.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[service address]

Thank you for your business.