office printable .com

INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	PROJECT	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID (W-9)

Deliverable / milestone	Status	Date	Amount

Project total	
Less deposit received	
Tax rate (%)	
Tax	
Balance due	

Scope reference (proposal / contract)

Files delivered via

Change orders included

Rights transfer on

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Notes

Ownership of the deliverables transfers on receipt of full payment. Thank you for your business.