INVOICE

[Your Business Name]
[Street address, City, Postcode]
[Email] · [Phone]
Tax ID / VAT / GST no.: [000000]

Invoice No.: INV-0001
Invoice date: [DD/MM/YYYY]
Due date: [DD/MM/YYYY]

BILL TO
[Client Name]
[Company]
[Billing address]
Engagement: [Project / retainer name]   Service period: [DD/MM/YYYY] to [DD/MM/YYYY]

Date	Service	Hours / Qty	Rate	Amount
[DD/MM]	[Strategy workshop, half day]	1	1,800.00	1,800.00

Subtotal	[0.00]
Tax ([0]%)	[0.00]
Less deposit received	[0.00]
BALANCE DUE	**[0.00]**

TERMS & NOTES
Payment terms: Net 14 from the invoice date.
Questions about this invoice? Contact [name] at [email].

PAYMENT DETAILS
Bank: [Bank name] · Account name: [Your business] · Account no. / IBAN: [0000] · SWIFT / Sort code: [0000]

Or pay online: [payment link] · Reference: [invoice number]