<<Your company name>>

<<Your company address line 1>>

<<Your company address line 2>>

<<Your contact details>>

Bill To: Invoice Number:

 Invoice Date:

 PO Ref Number:

 Due Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Number | Item Description | Hours Billed | Hourly Rate | Total Cost |
| 1 | Link Building Services | 10 | $20 | $200 |
| 2  | Data Management | 40 | $10 | $400  |
| 3 | Mobile App Development | 65 | $40 | $2,600  |
|   |  |  |  |   |
|   |  |  |  |   |
|   |   |  |   |   |

|  |  |
| --- | --- |
| Invoice Subtotal  | $3,200  |
| Less Discount |   |   |
| Less Advance Paid |   |
| Reimbursements |   |
| **Subtotal** |   |

|  |
| --- |
| **$3,200.00**  |

 |

|  |  |  |
| --- | --- | --- |
| Tax Type |   | Sales tax |
| Tax Rate |   | 5% |
| Tax Amount |   | $160  |
| **Invoice Total** | **$3,360**  |

*Payment Terms:*

*Payment Instructions:*