![Diagram

Description automatically generated]()<<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:*