

Business name

Address

Email · Phone

BILL TO

Client name

Address

Invoice

Invoice no.

Date

Due date

Terms

DESCRIPTION	QTY	RATE	AMOUNT
Standard hours			
Overtime, 1.5x rate (pre-approved)			
Client meetings			
Travel time, half rate			

Subtotal

Sales tax

Total

TERMS

Payment due within 14 days of the invoice date. Time is rounded to the nearest 15 minutes.