

Client name

Client address, nr.

Zip code / City

VAT: XX-XXXXX

Client nr.: 123456

Invoice nr.: 20XX/XX

Invoice date: DD.MM.YYYY

Invoice

Pos.	Description	Cost	Unit	Qty	Subtotal
1	WordPress Web Design Start with mockups, 10 pages and site structure. Discussion to see if mockups need any edition, with the OK moving forward to the actual design.	\$50	/hr.	100	\$5,000
2	Hosting and maintenance Ongoing technical support and hosting per e-mail and phone call.	\$100			\$100 (monthly)
3	Task / Service title description Describe more precisely what the task is about and what it's included. Any special note can be included here.	\$/€/£			\$XXX
					Subtotal \$5,000
					Discount (X%) - <i>Optional</i> \$100
					VAT (X%) / Reverse charge VAT nr. \$1,345
					Total due \$6,245

PAYMENT TERMS

Please pay within 14 days of receiving this invoice.

Thank you!

John DoeStreet and number
ZIP code, city, country
VAT nr.**Contact**+123 – 111 222 333
john.doe@business.com
www.johndoe.com**Payment information**PayPal: john.doe@business.com
IBAN: YYXX XXXX XXXX XXXX XX
BYC: XXXXXXXXX