

**Client name**

Client address, nr.

Zip code / City

VAT: XX-XXXXX

Client nr.: 123456

Invoice nr.: 20XX/XX

Invoice date: DD.MM.YYYY

Hello [Client name],

Thank you very much for accepting my proposal. I'm looking forward to start working with you.

Please find below a detailed list of the work to be completed:

**Order Confirmation**

Pos.	Description	Cost	Unit	Qty	Subtotal
1	<b>WordPress Web Design</b> 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	<b>Hosting and maintenance</b> Ongoing technical support and hosting per e-mail and phone call.	\$100			\$100 (monthly)
3	<b>Task / Service title description</b> Describe more precisely what the task is about and what it's included. Any special note can be included here.	\$/€/£			\$XXX
					<b>Subtotal</b> \$5,000
					Discount (X%) - <i>Optional</i> \$100
					VAT (X%) / Reverse charge VAT nr. \$1,345
					<b>Total due</b> \$5,000

**John Doe**

Street 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: XXXXXXXXXX