|  |  |  |
| --- | --- | --- |
| **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 | **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%) **-** *Optional* | | | | | | $100 |
| VAT (X%) / Reverse charge VAT nr. | | | | | | $1,345 |
| **Total due** | | | | | | **$5,000** |