

Client name

Client address, nr.

Zip Code / City

VAT: XX-XXXXX

Client nr.: 123456**Order confirmation nr.:** 20XX/XX**Date:** DD.MM.YYY

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

Title/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 \$ 5,000

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**John Doe** | Your street, nr., City | VAT nr.+123 – 111 222 333 | john.doe@business.com | www.johndoe.com