

BUSINESS NAME – WEBSITE ADDRESS – EMAIL ADDRESS  
POSTAL ADDRESS  
PHONE NUMBER

## Aliventures – Invoice AVnnn

### Details of invoice

**Issued to:** [client name], [client email address and/or postal address]  
**Issued by:** [your name], [your email address and/or postal address]  
**Date issued:** [date you send the invoice]  
**Due by:** [30 days from the date issued (you can set different terms if you want)]

### Services rendered

@ \$xx/hour

Date completed	Title	Time (mins)
4th June	Blog post title	55
11th June	Blog post title	40
16th June	Blog post title	50
23rd June	Blog post title	55

**Total time:** 200 mins = 3 hrs 20 mins

**Total due:** \$233.33

### Payment methods

#### Preferred:

Paypal to [your email address]

#### Alternative:

**Cheque** payable to "[your name]". Please **post** to:  
[your name and address]

**Bank payment** to account number nnnnnnnn, sort code nn-nn-nn, reference "AVnnn"

**Comment [AL1]:** Fill in details in the header above or use a letter head if you've had one designed. I kept mine simple.

Also, make sure you edit the file name as appropriate for each client.

**Comment [AL2]:** Put your business name here.

**Comment [AL3]:** Put the invoice number here. I number mine:

AV001  
AV002  
And so on.

**Comment [AL4]:** Fill in how much you charge per hour

**Comment [AL5]:** List items below. I copy in blog post details from a spreadsheet.

**Comment [AL6]:** If different from your usual one, make sure you're very clear about that with the client.

**Comment [AL7]:** May differ from the name you commonly use, e.g. I'm "Ali Luke" to most people but "Alison Luke" to my bank.

**Comment [AL8]:** Or "mail" if you're in the US.

**Comment [AL9]:** Complete as appropriate for your country and bank account.