

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.