

Your business name

Your address

INVOICE

Invoice # **INV-0001**

Date Date

Due Due date

BILL TO

Client name

Client address

DESCRIPTION	QTY	RATE	AMOUNT
Logo design, three concepts and two rounds of revisions	1	\$1,200.00	\$1,200.00
Brand style guide	1	\$650.00	\$650.00
Business card and letterhead layouts	1	\$300.00	\$300.00
Additional revisions	2	\$85.00	\$170.00
Subtotal			\$2,320.00
Total due			\$2,320.00

NOTES

Payment is due within 30 days (net 30). Final files are released on receipt of payment, and usage rights transfer to the client when the invoice is paid in full.