

Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Aug 13, 2026
Due Aug 28, 2026

BILL TO
220 Mission Street
San Francisco, CA 94105
United States

PO NUMBER
P0-2026-119
CURRENCY
USD

DESCRIPTION	QTY	PRICE	TOTAL
Monthly retainer: ongoing design and web support	1	\$2,500.00	\$2,500.00
Additional hours beyond retainer, hourly	4	\$95.00	\$380.00
Stock assets and licenses (pass-through)	1	\$60.00	\$60.00
Subtotal			\$2,940.00
Total Due			\$2,940.00

Net 15, billed monthly. The retainer covers up to the hours agreed; additional hours are billed at the rate shown. A late fee of 1.5% per month applies after the due date.