

INVOICE

FROM (YOUR FULL NAME)

BILL TO

INVOICE NO.

INVOICE DATE

DUE DATE

WHAT THIS INVOICE IS FOR (JOB AND DATE)

PAY TO (NAME AS ON THE ACCOUNT)

PAYMENT METHOD

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Expense (receipt attached)			
Expense (receipt attached)			

NOTES

Subtotal

Tax — only if you are registered to charge it

TOTAL DUE

Invoicing as an individual: use your full name, say what the invoice is for, attach receipts for any expenses, and add tax only if you are registered to charge it.