|  |  |  |
| --- | --- | --- |
| [ADD LOGO/IMAGE] | **PERSONAL INVOICE** | |
|  |  | **DETAILS** |
|  |  | DATE: January 14, 2020 |
|  |  | INVOICE NO. [#] |
|  |  | TERMS: [PAYMENT TERMS] |
|  |  |  |
| **FROM** |  | **BILL TO** |
| [COMPANY NAME] |  | [COMPANY NAME] |
| [ATTN] |  | [ATTN] |
| [STREET ADDRESS] |  | [STREET ADDRESS] |
| [CITY, STATE, ZIP CODE] |  | [CITY, STATE, ZIP CODE] |
| [PHONE] |  | [PHONE] |
| [E-MAIL] |  | [E-MAIL] |

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | | **AMOUNT ($)** |
|  | |  |
| **NOTES**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **SUBTOTAL** |  |
| **DISCOUNT** |  |
| **TAX / VAT** |  |
| **TOTAL** |  |

Hi [Client Name] , I hope this invoice finds you well. This is the invoice for my services that were provided from [Start Date] to [End Date]. The total amount due is $[Amount Due]. If you could make the payment to [Payment Info] that would be much appreciated. I had an incredible time working with you and I hope to work with you in the near future. If you have any questions about anything listed on this invoice, please reach out to me anytime. All the best, [Provider Name].