

INVOICE

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
PROJECT / SOW REF.	SPRINT / PERIOD	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Sprint / milestone: features in plain words (ticket #s), hours × rate or fixed fee		
Feature / deliverable (ticket #s)		
Bug fixes, code review, deployment (hours × rate)		
Retainer: month, hours included / used / remaining		
Pass-through: hosting, APIs, licenses (period, at cost)		
Deposit or previous payment (negative)		

NOTES & PAYMENT TERMS
Net 15. Hours are billed in 15-minute increments from the attached timesheet; fixed-scope milestones are billed on acceptance. Retainer hours expire at month end unless stated. Third-party services are billed at cost with provider invoices available. Code is delivered to the client's repository on payment.

Subtotal

Tax

TOTAL DUE _____