|  |  |
| --- | --- |
| Business Name or Logo Business Street Address  CITY, STATE ZIP  Phone number | INVOICE |
| Invoice #XXX  Date: Month Day, year |

|  |  |
| --- | --- |
| To: Business name being invoiced  Street Address  City, State ZIP |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | HOURS | RATE | AMOUNT |
| **Freelance Services provided – Month YEAR** |  |  |  |
| * Coordinate with GoDaddy to get URL switched over and email set up | 1 hr | $50.00/hour | $50.00 |
| * Choose a website template, select the color scheme that coordinates with logo, coordinate colors for the internal pages, upload and resize logo, choose button template. | 4 hrs | $50.00/hour | $200.00 |
| * Create a custom contact me page including provided photo, 1 istock photo, logo, call to action, form and all contact information | 1.5 hrs | $50.00/hour | $75.00 |
|  | TOTAL DUE | | $325.00 |

Payment accepted via PayPal.

PayPal invoice has been sent separately.

Net 15 due. Overdue accounts subject to a service charge of .83% per month.

**Thank you for your business!**