

## AMOUNT DUE

[\$00,000]

Due [Month D, YYYY]

## BILLED TO

[Client or company]  
[Contact name], [email]  
[Street address]  
[City, State ZIP]

## ISSUED

[Month D, YYYY]

**[PROJECT]: [PHASE 1]**

WORK FROM [MON D] TO [MON D]

| DESCRIPTION                                                    | HOURS | RATE   | AMOUNT           |
|----------------------------------------------------------------|-------|--------|------------------|
| <b>[Deliverable]</b><br>[Max 00h, Ian 00h, Gary 00h]           | [00]  | [\$00] | [\$0,000]        |
| <b>[Deliverable]</b><br>[Who worked on it]                     | [00]  | [\$00] | [\$0,000]        |
| <b>[Deliverable]</b><br>[Who worked on it]                     | [00]  | [\$00] | [\$0,000]        |
| <b>Project leadership</b><br>[Who worked on it]                | [00]  | [\$00] | [\$0,000]        |
| Subtotal                                                       |       |        | [\$0,000]        |
| Deposit applied<br>Invoice [TTS-YYYY-NNN], paid [Month D]      |       |        | [\$0,000]        |
| Costs at cost<br>[Licenses, hosting, tools]; receipts attached |       |        | [\$000]          |
| <b>Total due</b>                                               |       |        | <b>[\$0,000]</b> |

Hours are logged as the work happens and can be checked line by line in [the dashboard]. One rate for the whole team. Payment is due within [14] days of issue.

**HOW TO PAY**

**Bank transfer.** [Bank name]  
Routing [000000000]  
Account [0000000000]

**Check.** Payable to The Tomorrow Shop, mailed to the address below.

**Questions.**  
[hello@thetomorrowshop.com] or  
(702) 900-1116. Please quote the invoice number.