

Writing Invoice

Issued:

Invoice# 0001

BILL TO

FROM

PAYMENT

Due:

DESCRIPTION	QTY	RATE	AMOUNT
Blog post 1,500 words, SEO brief included	4	\$250.00	\$1,000.00
Website copy Home, About and Services pages	1	\$900.00	\$900.00
Editing & proofreading Per 1,000 words	6	\$40.00	\$240.00
Rush delivery Under 48 hours	1	\$100.00	\$100.00

TOTAL DUE \$2,240.00

NOTES

Payment due within 14 days. Rights transfer once the invoice is paid.