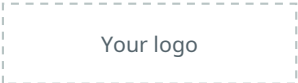


FROM



Business name

Address

Phone / email

Tax or license ID

HOURLY INVOICE

Invoice no.

Issue date

Due date / terms

Reference / PO no.

BILL TO

Customer name

Address

Email / phone

JOB DETAILS

Service period

Project / PO no.

Hourly rate

Time billed in: 15-minute / 30-minute / 1-hour increments

LINE ITEMS

One line per date or task. Write minutes as decimal hours: 0.25 = 15 min, 0.5 = 30 min, 0.75 = 45 min.

Date	Description	Hours	Rate	Amount

Payment instructions

Terms and conditions

Notes

Subtotal

Discount

Tax (%)

Total

Amount paid

Balance due