[Your name, and your business name if you use one]
[Street address]
[City, State] [ZIP]
[Email]
[Phone, optional]

[Client's legal name]
[Billing address]
[City, State] [ZIP]
[PO number or AP contact, if the client gave you one]

Invoice number	[2026-001]
Invoice date	[November 2, 2026]
Service period	[Oct 1, 2026] to [Oct 31, 2026]
Due date	[November 2, 2026]

Invoice [2026-001]

No.	Description	Quantity	Unit	Unit price	Amount (USD)
	[Work done, e.g. UX research and interviews]				

[Sales tax, only if your state requires it] _____ USD

Total _____ **USD**

[Net 30: payment due within 30 days of the invoice date]

[How to pay you: ACH details, check address or a payment link]

Template from clockaroo.com/templates/contractor-invoice-template