

INVOICE

[INV-2026-001]

Invoice Date: [June 3, 2026]
Due Date: [June 10, 2026]
Status: UNPAID

FROM

[Your Full Name]
[Your Email]
[Your Contact Number]
[City, Philippines]

BILL TO

[Client's Full Name]
[Client's Company]
[Client's Email]
[Client's Country]

DESCRIPTION	QTY	RATE	AMOUNT
[e.g. Social Media Management — May 2026]	1	[\$250 USD]	[\$250 USD]
[e.g. Content Creation — 20 posts]	[20]	[\$10/post]	[\$200 USD]

[Additional service if any]

Subtotal: [\$450 USD]

Tax: [N/A]

TOTAL: [\$450 USD]

PAYMENT DETAILS

PayPal: [your@email.com]
Wise: [your@email.com or account number]
Payoneer: [your@email.com]

Please include the invoice number as payment reference. Thank you!
Payment is due within [7 days] of invoice date.
Late payments are subject to a [2%] monthly fee after the due date.
Questions? Contact: [Your Email]