Hourly services invoice

Billing period: _____

From		**Client**	
Email / phone		**Client contact**	
Invoice number		**Project**	
Invoice date		**Payment due**	

Date	Work done	Hours	Rate per hour	Amount

Total hours	
Subtotal	
VAT (if charged)	
Total due	

How to pay
Bank details, payment reference and payment terms.

Hours are recorded to the nearest quarter hour.