INVOICE

Harbor Light Design LLC

123 Harbor Street

Portland, ME 04101

Phone: (555) 123-4567

Email: hello@harborlightdesign.com

Tax ID (EIN or SSN), optional: XX-XXXXXXX

> Sample entries are shown throughout this invoice. Replace all of them with your own details before sending.

Bill To

> Client: Brightside Dental Group Contact: [Contact name] Billing address: [Street, City, State ZIP] Email: [client@email.com]

Invoice Details

> Invoice number: INV-1001 Invoice date: March 3, 2025 Payment terms: Net 30 Due date: April 2, 2025 PO or project reference (optional): [PO or project name]

Description	Quantity	Unit rate	Line total
Website redesign	12 hrs	$85.00	$1,020.00
Logo refresh	1	$450.00	$450.00
Stock photo licenses	3	$25.00	$75.00

Subtotal: $1,545.00

Sales tax (7.25%): $112.01

Deposit received: -$500.00

The tax rate is editable. Apply it only to taxable items, and check your local rules.

Word does not calculate totals automatically, so work out each amount by hand and type it in.

Balance due: $1,157.01

Total due by April 2, 2025

Payment Instructions

> Accepted methods: ACH bank transfer, check, or payment link. Payee name: Harbor Light Design LLC Bank transfer: Bank name [Bank name]; Routing number [Routing number]; Account number [Account number] Check: Mail to Harbor Light Design LLC, 123 Harbor Street, Portland, ME 04101 Payment link: [Paste your payment link here]

Notes and Terms

A late fee of 1.5% per month applies to balances unpaid after the due date.

Thank you for your business!