

Your Business Name

INVOICE

123 Your Street, City, State ZIP · you@business.com · (555) 123-4567

FROM

BILL TO

Invoice #	Invoice date	Due date	Payment terms

TIME TRACKING

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
06/02/2026	Discovery workshop — stakeholder interviews	4	\$175.00	\$700.00
06/03/2026	Market analysis & competitive research	6	\$175.00	\$1,050.00
06/06/2026	Strategy readout & recommendations	2	\$175.00	\$350.00

Total hours	12
Subtotal	\$2,100.00
Tax rate (%)	0.00 %
Tax	\$0.00

TOTAL	\$2,100.00
--------------	-------------------

NOTES
