

Invoice template

use this space for your logo -header (perhaps from your website/brochure)  
or simply prepare your *Shopper Business Name* and address in a nice font

Be sure to place your phone number or other contact info here. People will sometimes look for an invoice if they can't recall how to reach you. (Even your social media links could go under the header).

Date of invoice

Client name

client's address

client's address

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Category headings suitable to your business here, ie;

<u>Shopping Events/Assignments</u>	<u>Purchases</u>	<u>Hours</u>	<u>Costs</u>	<u>Fees</u>
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itemize your services for the client here.

At the bottom, (if a list) give the sub-total

then any taxes you must charge

deduct any advances client paid

then the final total the client owes you.

**All invoices are due 30 days net/** (or say, 'On receipt of invoice' if you are not allowing 30 days time)

Thank you for your patronage

Your name here.

NOTE: IF YOU ARE MAILING OUT AN INVOICE PRINT TWO COPIES,  
ONE FOR THE CLIENT AND ONE FOR YOUR RECORDS.  
IF YOU ARE EMAILING THE INVOICE – SAVE IT AS A PDF FIRST,  
THAT WAY IT WILL AS PROFESSIONAL ON HER COMPUTER AS IT LEFT YOURS.