

Time-Based Invoice for Payment

From

Company: Acme Consulting Ltd.
Address: 123 Business Ave, Suite 456
Cityville, Country
Email: accounts@acmeconsulting.com
Phone: +123 456 7890

To

Client: John Doe Corp.
Contact: John Doe
Email: john.doe@client.com

Invoice #: INV-2024-0012
Date: 2024-06-30
Due Date: 2024-07-15

Time Entries

Date	Description	Hours	Rate/Hour	Amount
2024-06-05	Project Kickoff Meeting	2	\$100	\$200
2024-06-07	Requirements Analysis	5	\$100	\$500
2024-06-10	Development Work	8	\$100	\$800
2024-06-14	Testing and QA	3	\$100	\$300

Subtotal: \$1,800
Tax (10%): \$180
Total Due: \$1,980

Important Notes

- Time-based invoicing tracks actual hours worked rather than fixed deliverables.
- Ensure all time entries are accurate and match supporting records.
- Invoice details should specify dates, descriptions, and rates for transparency.
- Late payment may incur additional fees as per terms agreed.
- Retain a copy of this invoice for your records.