

Timesheet Invoice

From:

John Doe
ABC Consulting
123 Main Street
City, State ZIP
Email: johndoe@email.com
Phone: (123) 456-7890

To:

XYZ Corp
456 Business Ave
City, State ZIP
Email: office@xyzcorp.com
Phone: (987) 654-3210

Invoice #: 2024-001
Date: 2024-06-21
Period Covered: 2024-06-01 to 2024-06-15
Payment Terms: Net 15

Date	Project/Task	Hours Worked	Hourly Rate	Amount
2024-06-01	Website Development	8	\$60	\$480
2024-06-03	UI Design	6	\$60	\$360
2024-06-05	Client Meeting	2	\$60	\$120
Total		16		\$960

Authorized Signature

Date: _____

Important Notes:

- Timesheet invoices must accurately reflect hours worked and services rendered.
- All entries should be supported by work records or timesheets.
- Ensure invoice matches the period agreed upon in the contract.
- Retain a copy of the invoice for your records.
- Clarify payment terms to avoid disputes.