

# Acme Service Co.

123 Main Ave, Suite 400

Cityville, ST 12345

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Phone: (555) 123-4567

## INVOICE

**Invoice #:** INV-2024-0071

**Date:** 2024-06-21

**Due Date:** 2024-07-05

Bill To:

Jane Doe

Marketing Dept., Bright Future Ltd.

77 Market St., Uptown, CA 90210

Email: jane.doe@brightfuture.com

Description	Service Date	Hours	Amount
Digital Marketing Consultation	2024-06-13	3.5	\$525.00
Social Media Strategy Session	2024-06-15	2.0	\$300.00
Content Planning & Review	2024-06-18	2.5	\$375.00

Subtotal: \$1,200.00

Tax (6%): \$72.00

**Total: \$1,272.00**

## Important Notes:

- Ensure all services and descriptions match what was delivered and agreed upon with the client.
- Review date and due date details for accuracy before sending.
- Attach any relevant supporting documentation if necessary.
- Specify clear payment instructions or terms separately if required.
- Keep a copy of this invoice for your financial records.