

Professional Services Ltd.  
123 Service Avenue  
Cityville, ST 12345  
Phone: +1 555-123-4567  
Email: info@proservices.com

## SERVICE INVOICE

**Bill To:**

John Doe  
456 Client Street  
Townsville, ST 67890  
**Invoice #:** INV-1024  
**Date:** 2024-06-15  
**Due:** 2024-07-15

### Description of Services

Service Description	Hours	Rate	Amount
Consultation & Needs Assessment	4	\$100.00	\$400.00
System Setup & Configuration	6	\$120.00	\$720.00
Training Session	2	\$95.00	\$190.00
<b>Subtotal</b>			<b>\$1,310.00</b>
<b>Tax (5%)</b>			<b>\$65.50</b>
<b>Total Due</b>			<b>\$1,375.50</b>

### Payment Details

Please make payment by bank transfer to:  
Account Name: Professional Services Ltd.  
Bank: GreatBank Inc.  
Account Number: 12345678  
Routing Number: 000123456

### Notes

- This service invoice is for professional services rendered as outlined above.
- Payment terms are Net 30 days from the invoice date.
- Please include the invoice number with your payment.
- Contact us promptly in case of discrepancies or questions regarding this invoice.