

Service Invoice

Acme Services LLC
123 Main Street, Cityville, State 12345
Phone: (555) 123-4567 | Email: info@acmeservices.com

Invoice #: INV-2024-0012

Date: 2024-06-20

Due: 2024-07-05

Service Provider:

Jane Doe

Acme Services LLC

Billed To:

John Smith

789 Market Ave

Townsville, State 65432

Payment Terms: Net 15 Days

Method: Bank Transfer

Description of Service	Qty	Rate	Amount
Website Consultation	5 hr	\$80	\$400
Website Maintenance	1	\$250	\$250
SEO Analysis Report	1	\$120	\$120
Subtotal:			\$770.00
Tax (10%):			\$77.00
Total Due:			\$847.00

Thank you for your business!

Important Notes:

- This service invoice serves as an official request for payment.
- Payment must be made by the due date to avoid penalties.
- Contact us within 7 days for any discrepancies.
- Keep this document for your financial records or audits.