

Acme Professional Services Inc.

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New York, NY 10001
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INVOICE**Invoice #:** INV-2024-001**Date:** 2024-06-15**Due Date:** 2024-07-15**Payment Terms:** Net 30**Reference:** SP-789456**Bill To:**

Jane Smith
Marketing Manager
Widget Technologies LLC
456 Client Road
Los Angeles, CA 90015

Description of Services	Hours	Rate	Amount
Consultation & Strategic Planning	10	\$120.00	\$1,200.00
Design & Development	15	\$100.00	\$1,500.00
Project Management	5	\$90.00	\$450.00
Subtotal			\$3,150.00
Sales Tax (8%)			\$252.00
Total Due			\$3,402.00

Important Notes:

- This invoice is for professional services rendered as described above.
- Please make payment by the due date to avoid late fees.
- Contact us immediately to report any discrepancies with this invoice.
- Retain this document for your financial and tax records.
- Payment instructions and account details are provided upon request or on your client portal.