

**Acme Professional Services Inc.**

100 Business Avenue  
Suite 400  
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
<b>Total Due</b>			<b>\$3,402.00</b>

**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.