**INVOICE**

**Invoice Number:** 01

**Date:** January 1, 20XX

**To:** Company/Organization **From:** Your Name

9000 Office Address 123 Home Address

City, Province City, Province

Postal Code Postal Code

[office@email.com](mailto:office@email.com) [yourname@email.com](mailto:yourname@email.com)

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| --- | --- | --- | --- |
| Description | Hours (Quantity) | Rate | Amount |
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| **Total Amount Due:** |  |

**Payment due date:** February 1, 20XX

You can make your payment by a cheque payable to

**Your Name** or by an e-Transfer at [**yourname@email.com**](mailto:yourname@email.com).

For an EFT payment, please see my attached banking information.