# Aliventures – Invoice AVnnn

**Details of invoice**

**Issued to:** [client name], [client email address and/or postal address]

**Issued by:** [your name], [your email address and/or postal address]

**Date issued:** [date you send the invoice]

**Due by:** [30 days from the date issued (you can set different terms if you want)]

**Services rendered**

**@ $xx/hour**

|  |  |  |
| --- | --- | --- |
| **Date completed** | **Title** | **Time (mins)** |
| 4th June | Blog post title | 55 |
| 11th June | Blog post title | 40 |
| 16th June | Blog post title | 50 |
| 23rd June | Blog post title | 55 |

**Total time:** 200 mins = 3 hrs 20 mins

**Total due:** $233.33

**Payment methods**

***Preferred:***

**Paypal** to [your email address]

***Alternative:***

**Cheque** payable to “[your name]”. Please post to:

 [your name and address]

**Bank payment** to account number nnnnnnnn, sort code nn-nn-nn, reference “AVnnn”