

# INVOICE

## K'Lee Banks

*Articulate and Experienced Freelance Writer,  
Editor, Proofreader, Instructional Designer*

INVOICE #  
DATE: \*\*\*

**\*\*ADDRESS\*\***

Phone #:    Fax: #  
PayPal Email: \*\*\*\*

TO:    \*\*Client\*\*

      \*\*Client Email\*\*

INDEPENDENT CONTRACTOR	JOB	PAYMENT TERMS	DUE DATE
K'Lee Banks	Writing services	Via PayPal	***

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Job 1	Project # Project Title Rewrite /Ghostwrite ** chapters/approx. **** words	700.00	700.00
	Deposit	-350.00	-350.00
<b>SUBTOTAL</b>			350.00
<b>SALES TAX</b>			-
<b>TOTAL</b>			350.00

Make all checks /payments payable to Karen Lee Banks

**Thank you for your business!**