CLIENT INVOICE SAMPLE

# An invoice will detail the type of service that your client is paying you to provide.

Depending on how you are set up to accept payments, this should be spelled out on the invoice. If you are working through an online shopping cart, it would probably be easier for you to set up recurring payments. The client may cancel at any time (using an approved method stated in your Client Agreement) and you can stop the payments. Once payment has been received, an invoice can be mailed by post or sent electronically to their email address.

An invoice needs to include the following information:

Detail of the payment schedule

The service being rendered and the base fee

Total monies collected

Any other relevant information including forms of payment you will accept for coaching sessions –
This depends on how your system is set up. Also include information about cancellation policies as a reminder.

As always official correspondence should be presented on company letterhead. Use of an invoice template will save time with recurring payments.

**www.EvaGregory.com**

# INVOICE

Company Address

Date

Client Name

Client Address

**Coaching Payment/Schedule:**

In accordance with your sign-up date, payment for coaching sessions is due on the [INSERT DATE] of each month for that month’s session.

Business Coaching Services - $450 per month

|  |  |
| --- | --- |
| **Month #1** | **$450** |
|  |  |
| **TOTAL** | **$450** |

Payment is accepted through PayPal via our site at website URL/payments

You may cancel at any time in advance of your next session in accordance with our cancellation policy. The policy is detailed in your Coaching Agreement.

If you have any questions about this invoice, please contact me by telephone or email.

Phone: Your Phone Number

**Your Company Name**

Email: Website address