**INSERT YOUR LOGO HERE**

**Invoice Template**

[Member Name]

[Address Line 1]

[Address Line 2]

[email]

Bill To:

[Client Contact Name]

[Client Address Line 1]

[Client Address Line 2]

[Client email]

[Date]



Invoice for [add description of work and dates]

Hours Worked: [ ]

Pay per Hour: $[ ]

**Total\*: $[ ]**

[or include project cost, day rate, etc.]

*\*Please note that upon receipt of this invoice, The Second Shift will bill the client directly. Once funds have been received, The Second Shift will remit payment to you less a 5% fee per our* [*Terms of Service*](https://www.thesecondshift.com/tos)*. Thank you.*