

Billing Statement

Professional Service Firm
1234 Main Street
Suite 400
City, State 12345
Phone: (555) 123-4567
Email: info@servicefirm.com

Statement #: 1001
Date: 2024-06-01
Due Date: 2024-06-15

Bill To:
Client Name
Company Name
5678 Client Ave.
Office 12B
City, State 67890

Date	Description of Services	Hours	Rate	Amount
2024-05-10	Consulting Session	2	\$150	\$300
2024-05-15	Project Planning	3	\$150	\$450
2024-05-20	Implementation Support	4	\$150	\$600

Total Due
\$1,350

Notes:
Thank you for your business. Payment is due within 15 days. Please include the statement number with your payment.

If you have any questions, contact us at info@servicefirm.com or (555) 123-4567.