

# Time-Based Work Billing Template

## Provider

Name

Address

Email

Phone

## Client

Name

Address

Email

Phone

## Billing Info

Invoice #

Date

Due Date

## Billable Hours

| Date                 | Description of Work                      | Hours                | Rate                 | Amount               |
|----------------------|--|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="Description"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text" value="Description"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text" value="Description"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Subtotal

Tax / VAT

Total

**Notes / Additional Information**

Payment instructions, thank you message, etc.