

Website Maintenance Invoice

[Your Company Name]
[Company Address Line 1], [Line 2]
[Phone], [Email]

Billed To:

[Client Name]
[Client Company]
[Client Address Line 1]
[Client Email]

Invoice #: [XXXXXX]
Date: [YYYY-MM-DD]
Due Date: [YYYY-MM-DD]

Description	Hours	Rate	Amount
Routine Website Updates	[x]	[rate]	[amount]
Security Monitoring	[x]	[rate]	[amount]
Technical Support	[x]	[rate]	[amount]
Other: [describe]	[x]	[rate]	[amount]

Subtotal	[subtotal]
Tax	[tax]
Total	[total]

Notes:
[Enter additional information or terms here]

Thank you for your business.
Please make payment by the due date.