

# 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]

<b>Subtotal</b>	[subtotal]
<b>Tax</b>	[tax]
<b>Total</b>	[total]

Notes:  
[Enter additional information or terms here]

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