

# Invoice Billing Guidelines

Dear [Client's Name],

Thank you for choosing [Your Company Name]. We strive to provide excellent service, and we appreciate your business. Below are the guidelines for our invoice billing process:

## 1. Invoice Frequency

Invoices will be issued on a [monthly/bi-weekly/weekly] basis.

## 2. Payment Terms

Payments are due within [30/45] days of the invoice date.

## 3. Accepted Payment Methods

We accept the following payment methods:

- Credit Cards
- Bank Transfers
- Checks

## 4. Invoice Format

Each invoice will include the following details:

- Company Name and Address
- Client Name and Address
- Invoice Number
- Invoice Date
- Due Date
- Itemized List of Services Provided
- Total Amount Due

## 5. Disputes and Queries

If you have any disputes or queries regarding an invoice, please contact us within [7/14] days of receiving the invoice.

Thank you for your attention to these guidelines. We look forward to continuing our partnership.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]