

**JSV International Assistant Service**

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## Sample Invoice Template

**Date:**

15th November 2012

**Full name and Company of Recipient :**

Mark Burton  
Editor - Aviation Digest  
345 Gilchrist Ave.  
Suite. 508  
Chicago, IL, 60611

Dear Mark Burton:

**Re: Invoice 03-139 - Article on Civil Aviation In India**

Please regard this as an Invoice for English editorial services provided while researching and writing a feature article on the state of civil aviation in India titled "Flying High In India: Young High Fliers Spread Their Wings". I understand that the article is for inclusion in your January 20xx issue of Aviation Digest Magazine.

The work was performed between November 12, 20xx and December 14, 20xx. Final copy (4,800 words) was submitted to you by e-mail on December 13, 20xx.

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English Editorial Services - 35.0 hours at \$60. per hour = \$2,100.00

Expenses (LD, faxes, copying - as per attached receipts) = \$170.50

State Professional Services Tax (Reg. No. 1426-94, at 8%) = \$181.64

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**Invoice Total** (payable **within 30 days** of invoice date) **\$2,452.14**

Thanks very much for this work. Please don't hesitate to contact me should you require my services in the future.

Sincerely,

Jana Svihlova

attach.