INVOICE

Date: ##/##/202# Number: ###

Due Date: Payment due 30 days from receipt.

Bill To: Axia Public Relations, ap@axiapr.com and axiapr@app.hubdoc.com

Make checks payable to: Your Name or Your Company

| Date | Client/ Account | **D**escription of Service | **Hours/ Quantity** | **Amount**  **Due** |
| --- | --- | --- | --- | --- |
| ##/##/202# | Axia PR | Writing "5 trends" expert how-to submitted article for Jason (flat-rate) | 1 | $25 |
| ##/##/202# | Axia PR | Copy editing July social media posts for John (hourly) | .50 | $10 |
| ##/##/202# | Starbucks | Writing "5 things to consider" feature story for Bethany (flat-rate) | 1 | $35 |
| ##/##/202# | Nike | Copy editing summer trends blog post for Sally (hourly) | .30 | $6 |
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|  |  |  | TOTAL: | $##.## |

| 0.10 hrs. = 6 min.  0.17 hrs. = 10 min.  0.20 hrs. = 12 min.  0.25 hrs. = 15 min.  0.30 hrs. = 18 min.  0.33 hrs. = 20 min. | 0.40 hrs. = 24 min.  0.50 hrs. = 30 min.  0.55 hrs. = 33 min.  0.60 hrs. = 36 min.  0.66 hrs. = 40 min.  0.70 hrs. = 42 min. | 0.75 hrs. = 45 min.  0.80 hrs. = 48 min.  0.84 hrs. = 50 min.  0.90 hrs. = 54 min.  0.95 hrs. = 57 min.  1.00 hrs. = 60 min. |
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