



Nathan T. Baker, Sole Proprietor

# Invoice (Sample)

**Payment Information:**

Mail checks to:

Diving Board  
6101 Stillmeadow Dr.  
Nashville, TN 37211

Please contact Diving Board via phone  
for vendor ID number

**Target Dates:**

Dates subject to change.

**Oct 15:** Non-refundable down-payment  
due (1/2 of total cost)

**Oct 29:** Content due

**Dec 10:** Soft launch

**Dec 17:** Final edits complete and final  
half of payment due

"Copyright/Company Information"  
attached in "Scope Document"

**Date:** 9/16/2011

**Diving Board Transaction ID:** 20###

**Client:** Misty Client, Well-Organized Organization

**Project:** Well-Organized Organization custom website:  
"Sharing our Mission and Attracting Commitment"

**Terms:**

1. At least 1/2 non-refundable down-payment of total price due from Well-Organized Organization for work to begin; Total price due at completion of project.
2. Project to be constructed according to attached "Scope Document."
3. Project soft launch due from Diving Board seven weeks from the date Diving Board receives all "content" from Well-Organized Organization ("Content" defined in attached "Scope Document.")

*Total project price below based on estimated time and effort of elements in attached "Scope Document" at \$100/hour.*

Project Element			Cost
Custom visual design			???,000.00
Programming			???,000.00
Central illustration of mission statement			?,000.00
Accessibility features			?,000.00
Content migration			?,000.00
Photography			?,000.00
<b>Total Due</b>			<b>\$???,000.00</b>

Thank you for choosing Diving Board! Please contact us if you have any questions.

**Attached:** "Scope Document"