



**ClearSkai**  
TECHNOLOGIES

*Where the SKai isn't the limit, it's the starting point.*

CLIENT BILLING DOCUMENT

# ClearSkai Invoice Form

Project invoice, build-time breakdown, software usage, monthly plan setup, and client authorization.

INVOICE # _____	INVOICE DATE _____	DUE DATE _____
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PREPARED BY

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PREPARED FOR

CLIENT NAME & COMPANY  
\_\_\_\_\_

PROJECT / BUILD NAME  
\_\_\_\_\_

CLIENT EMAIL  
\_\_\_\_\_



INVOICE SETUP

# Client & Project Details

Capture the customer, selected package, project pricing, and on-site invoice summary.

CLIENT / COMPANY NAME

MAIN CONTACT

PHONE

EMAIL

BILLING ADDRESS

SERVICE AREA / MARKET

## Selected Package

Contractor Starter - \$1,799

Lead Machine - \$3,499

Authority Package - \$6,999

BASE PRICE

Custom Build / Other

## Invoice Summary

Bundle base price	\$	<input type="text"/>
Add-ons subtotal	\$	<input type="text"/>
Software usage / pass-through costs	\$	<input type="text"/>
Labor / build time invested	\$	<input type="text"/>
Monthly plan setup / first payment	\$	<input type="text"/>
<b>Subtotal</b>	<b>\$</b>	<input type="text"/>
Sales tax, if applicable	\$	<input type="text"/>
Payment processing fee, if applicable	\$	<input type="text"/>
Deposit received	\$	<input type="text"/>
<b>BALANCE DUE</b>	<b>\$</b>	<input type="text"/>

## Payment Terms

Card / Stripe

ACH / Bank

Cash / Check

DUE TERMS

STRIPE INVOICE / PAYMENT LINK

INTERNAL NOTES



BREAKDOWN

# Project Time & Line Item Detail

Use this page to show exactly where the invoice total came from.

## Line Item Breakdown

Description / Deliverable	Qty / Hrs	Rate	Amount	Notes

### Project Time Invested

DISCOVERY / PLANNING HRS

UX / UI DESIGN HRS

BUILD / DEVELOPMENT HRS

AUTOMATION / INTEGRATIONS HRS

QA / TESTING HRS

TRAINING / HANDOFF HRS

TOTAL PROJECT HRS

### Project Notes / Explanation

Recommended use: attach this page behind the invoice summary whenever the client asks how build time, software usage, or add-ons affected the total.



ONGOING COSTS

# Software Usage & Monthly Plan Setup

Document third-party tools, pass-through costs, and post-launch monthly billing.

## Software Usage & Third-Party Cost Log

Tool / Subscription	Included?	Direct Bill?	Est. Monthly	One-Time	Notes
Domain					
Hosting					
Google Workspace					
Stripe					
Calendly / Scheduling					
Twilio / SMS					
OpenAI / AI APIs					
CRM					
Meta Ads					
Google Ads					
Call Tracking / Analytics					
Other					

Client acknowledges that third-party subscriptions, ad spend, SMS credits, AI API usage, call tracking, domains, and platform fees may be billed separately by the provider unless specifically listed as included above.

## After-Build Monthly Plan Selected

- Managed Hosting - \$79 / mo
  Maintenance Only - \$199 / mo
  Monthly Content Pack - \$299 / mo  
 Skai Marketing Plan 
 Self-host / no monthly plan

## Recurring Billing Setup

MONTHLY AMOUNT <input type="text"/>	BILLING START DATE <input type="text"/>	BILLING DAY <input type="text"/>
NUMBER OF PAYMENTS / ONGOING <input type="text"/>	CANCELLATION NOTICE <input type="text"/>	SUPPORT CONTACT <input type="text"/>



SIGN-OFF

# Client Authorization & Receipt Notes

Capture approval, signature, receipt notes, and final billing acknowledgement.

## Client Authorization

By signing below, client approves the invoice details, selected package, add-ons, software usage notes, and any monthly plans listed in this document. Client understands that ownership transfer occurs after final payment clears; third-party subscriptions and ad spend are billed separately unless specifically included; and past-due accounts may pause active work, hosting, marketing, maintenance, or handoff until resolved.

## Receipt / Special Billing Notes

## Signatures

CLIENT SIGNATURE / TYPED NAME

DATE

CLEARSKAI SIGNATURE

PRINTED NAME / TITLE

CLEARSKAI REPRESENTATIVE

### Recommended Use

Complete this form with the client on-site or online, then attach the signed invoice to the Scope of Work and Payment Schedule / Split-Pay Agreement before build work begins.