INVOICE

Freelance Invoice Template

Invoice No:

Issue Date:

Due Date:

Service Date:

FROM (FREELANCER)

Full name / business name

Address

Email

Phone

Tax / registration no. (if any)

BILL TO (CLIENT)

Client / company name

Contact person

Client address

Client email

PO / reference no. (if any)

Description of Work	Hours / Qty	Rate	Amount

Subtotal

Tax / VAT (if applicable)

Discount (if any)

TOTAL DUE

Payment Instructions

Currency

Payment method

Account name

Bank / account details or payment link

Payment reference (use invoice no.)

Payment Terms & Notes

Thank you for your business!

Click any yellow field to type, then save or print. Totals are entered manually in this PDF version.