

# Hourly Service Invoice

From (Freelancer Name/Business):  Address:  Email:

Phone:

Bill To (Client Name/Company):  Address:  Email:

Phone:

Invoice #:  Date:  Due Date:

Enter a summary of service

Description / Service Details:

#	Date	Description	Hours	Rate (per hour)	Line Total
1					
2					
3					

Subtotal

Tax / VAT

Total

Add any notes, terms, or conditions

Additional Notes / Payment Instructions:

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Freelancer Signature

Date