

Freelancer Billing Statement

Freelancer Name

Full Name

Contact Details

Email, Phone, Address

Client Name

Client Name

Client Contact

Contact Details

Date

Invoice #

Statement Number

Billable Items

Description	Date	Hours/Qty	Rate	Amount
Service description				
Service description				
Subtotal				
Tax				
Total Due				

Payment Instructions

Bank details, PayPal, or preferred method

Additional Notes

Any comments or terms

Thank you for your business.