

INVOICE

Invoice #

e.g. 00123

Date

Due Date

Your Name / Business

Freelancer Name

Address

Street, City, State, ZIP

Email

your@email.com

Phone

(123) 456-7890

Bill To

Client Name / Company

Client address

Client email

Client phone

Description	Hours	Rate	Amount
Service / Task			
Service / Task			
Service / Task			

Subtotal	
Tax	

Total	
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Notes / Payment Instructions

e.g. Bank transfer details, project notes, thanks, etc.