

FREELANCE INVOICE

FREELANCER (FROM)

CLIENT (BILL TO)

INVOICE NUMBER

INVOICE DATE

PAYMENT DUE

PROJECT AND DATES

DESCRIPTION	HOURS	RATE	AMOUNT

NOTES

Subtotal

Tax

AMOUNT DUE

Use one line per task or block of time: hours multiplied by your rate. Put your payment terms (for example Net 30) and any late-fee terms on every invoice.