

Freelance Invoice

From
Jane Doe
123 Freelance Ave.
Cityname, Country 10001
Email: jane.doe@email.com
Phone: +1 234 567 8910

Bill To
Acme Corp.
456 Client Rd.
Business City, Country 90009
Email: contact@acmecorp.com
Phone: +1 999 555 1212

Invoice #
INV-00284

Date
2024-06-24

Due Date
2024-07-08

Project Description

Website design and development for new product landing page. Includes UI/UX, responsive coding, and consultation.

#	Description	Hours	Rate	Amount
1	UI/UX Design	12	\$45	\$540
2	HTML/CSS Development	18	\$45	\$810
3	Consultation	2	\$45	\$90

Subtotal \$1,440

Tax (0%) \$0

Total Due \$1,440

Payment Instructions

Please make payment by bank transfer to:
Bank: Example Bank
Account Name: Jane Doe
Account #: 123456789

Or via PayPal: jane.doe@email.com

Notes

- This invoice is to be used as a formal request for payment for freelance work completed.
- Be sure to update your own details, line items, and rates accordingly.
- Keep a backup of all invoices and payment records for tax and legal purposes.

- Always confirm payment instructions before sending this invoice, to avoid errors.
- Invoice templates in Excel can be customized and saved for future use.