

# FREELANCE INVOICE

## From:

**Name:** Alex Smith  
**Email:** alex.smith@email.com  
**Phone:** +1 234 567 890  
**Address:** 123 Main Street, City, Country

## To:

**Company:** Acme Inc.  
**Contact:** Jane Doe  
**Email:** jane.doe@acme.com  
**Address:** 789 Business Rd, City, Country

## Invoice Details

**Invoice #:** INV-2024-001  
**Date:** 2024-06-15  
**Due Date:** 2024-06-30

## Service Details

Description	Hours	Rate	Amount
PPT Slide Deck Design (20 slides)	10	\$40.00	\$400.00
Revisions	2	\$35.00	\$70.00
PPT Enhancements & Animation	3	\$50.00	\$150.00

Subtotal:	\$620.00
Discount:	-\$20.00
Total:	<b>\$600.00</b>

## Payment Information

**Bank:** Freelance Bank  
**Account Name:** Alex Smith  
**Account Number:** 0011223344  
**SWIFT/BIC:** FRBANKXX

**Or PayPal:** paypal.me/alexsmith

## Notes

Thank you for your business! Please make payment by the due date.

## Important Notes:

- Always include detailed service descriptions and agreed rates.
- Mention the invoice date and clear payment terms/due date.
- Clearly specify your payment methods and recipient details.
- Maintain a consistent format for easy reading and professionalism.

- Keep a copy of each invoice for your records.