

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:	\$600.00

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.