

# Freelance Invoice

**From:**

Jane Doe  
123 Freelancer Street  
City, Country 12345  
Email: jane@email.com  
Phone: +123 456 7890

**To:**

Acme Corp.  
Attn: John Smith  
987 Corporate Ave.  
City, Country 67890  
Email: john.smith@acme.com

**Invoice #:** 0001

**Invoice Date:** 2024-06-23

**Due Date:** 2024-07-07

Description	Hours	Rate	Amount
Website Design	15	\$50.00	\$750.00
Logo Creation	5	\$55.00	\$275.00
Consultation	3	\$60.00	\$180.00
Subtotal			\$1,205.00
Tax (0%)			\$0.00
Total			\$1,205.00

**Payment Instructions**

Bank Transfer  
Bank Name: Freelance Bank  
Account No: 00012345678  
SWIFT/BIC: FLNCXXXX

**Important Notes**

- Always double-check the client and project details for accuracy before sending.
- Include clear payment terms to avoid confusion or disputes.
- Retain a copy of every invoice for your records and for tax purposes.
- Update the template with your own branding and relevant information.
- Use unique invoice numbers for each invoice to ensure proper tracking.