

Freelance Services Invoice

From:

Jane Doe
123 Freelancer Lane
City, State ZIP
Email: jane@email.com
Phone: +1 555-0123

To:

Acme Corp.
456 Business Road
City, State ZIP
Email: client@acme.com

Invoice #: INV-2024-021

Date: 2024-06-10

Due Date: 2024-06-24

Services Provided

Description	Hours	Rate	Amount
Website Design & Layout	10	\$60 / hr	\$600
UI Consultation	3	\$80 / hr	\$240
Responsive Optimization	2	\$65 / hr	\$130
Subtotal			\$970
Tax (0%)			\$0
Total			\$970

Payment Details

Bank Name: Freelancer Bank
Account Name: Jane Doe
Account Number: 123456789
SWIFT/BIC: FREELR1A

Important Notes

- This invoice serves as a formal request for payment for freelance services rendered.
- Double-check that all client and payment details are accurate before sending.
- Always include both your and your client's full contact information.
- Specify agreed-upon terms, rates, and due date.
- Retain a copy of every invoice for your records and tax reporting.