

Hourly Work Invoice

From:

Freelancer/Contractor Name

Company Name (if any)

Address Line 1

Address Line 2

Email: your@email.com

Phone: (123) 456-7890

To:

Client Name

Client Company (if any)

Client Address Line 1

Client Address Line 2

Email: client@email.com

Date: 2024-06-13

Invoice #: INV-2024-001

Payment Due: 2024-06-27

Work Breakdown

Date	Description of Work	Hours	Rate (\$/hour)	Total
2024-06-01	Web page development	5	50	250
2024-06-03	Design revisions	3	50	150
2024-06-05	Client meeting	2	50	100
		10		500

Subtotal	\$500.00
Tax (0%)	\$0.00
Total Due	\$500.00

Important Notes:

- This invoice should accurately record work dates, descriptions, and hours worked.
- Retain all relevant documentation (e.g., timesheets, agreements) in case of disputes.
- Specify your payment terms and due date clearly to avoid confusion.
- Include your contact details for any client queries regarding the invoice.
- Keep a copy of all invoices sent and mark them as paid when settled.