

# 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
<b>Total Due</b>	<b>\$500.00</b>

**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.