Freelance Invoice

From:

John Doe
123 Freelancer Lane
Remote City, 10001
Email: john.doe@email.com
Phone: (123) 456-7890

To:

Client Company Ltd.
456 Business Ave
Suite 301
Business City, 20002
Email: contact@clientco.com

Invoice Details:

Invoice #: INV-2024-108
Date: 2024-06-16
Due Date: 2024-06-30

#	Description	Hours	Rate	Amount
1	UI/UX Design for Landing Page	20	$50	$1,000
2	Front-end Development	30	$45	$1,350
3	Client Consultation	4	$40	$160
Total				**$2,510**

Payment Instructions

Please make payment by the due date via bank transfer.
Bank: Global Bank
Account Name: John Doe
Account Number: 1234567890
SWIFT Code: GLOBUS123

Important Notes

- Always review invoice details and amounts before sending to clients.
- Include accurate description of services and time spent.
- Keep a record of sent invoices and received payments for accounting.
- Clarify your payment terms and due dates to avoid misunderstandings.
- Save a backup copy of each invoice for your records.