

Freelance Invoice

Invoice #: 2024-0512
Date: 12 June 2024
Due Date: 26 June 2024

From:

Rajesh Kumar
Freelance Designer
1234 Green Lane
New Delhi, India 110011
Email: rajesh@email.com
Phone: +91 7654321890

Bill To:

Amit Verma
Verma Infotech Pvt. Ltd.
88 Tech Park Road
Mumbai, India 400002
Email: amitv@vermainfotech.com
Phone: +91 8989089090

Invoice Details

#	Description	Hours	Rate	Amount
1	PowerPoint Presentation Design Corporate annual review, 20 slides	12	â,¹1,000	â,¹12,000
2	Infographic Development For 4 slides	4	â,¹1,200	â,¹4,800
3	Revisions	2	â,¹1,000	â,¹2,000

Subtotal: â,¹18,800

GST (18%): â,¹3,384

Total Due: â,¹22,184

Payment Instructions:

Bank: HDFC Bank, IFSC: HDFC0001234
Account Name: Rajesh Kumar
Account Number: 9876543210

Important Notes

- This invoice format is suitable for project-based freelance services such as PowerPoint design.
- Clearly mention detailed description of services and deliverables for transparency.
- Include applicable taxes (e.g., GST) as per local legal requirements.
- Provide accurate payment instructions and due date.
- Retain a copy and share invoice in PDF format for client's record.
- Always clarify revision policies and additional charges if any.