

# Freelance Invoice (DOCX) Specification Sample

## Invoice Header

Field	Description	Example
Invoice Title	Document heading ("INVOICE")	INVOICE
Freelancer Details	Full name, address, email, phone	Jane Doe, 123 Main St, janedoe@email.com, +1 555-1234
Client Details	Company name, contact name, address, email	Acme Corp, John Smith, 456 Market Rd, john@acme.com
Invoice Number	Unique invoice identifier	INV-2024-001
Invoice Date	Date of invoice issue	2024-06-08
Due Date	Payment deadline	2024-06-22

## Itemized Services

Description	Hours/Qty	Rate	Total
Website Design	10	\$50/hr	\$500
Logo Illustration	1	\$200	\$200
Consultation	2	\$60/hr	\$120

## Summary & Payment

Subtotal	\$820
Tax (5%)	\$41
<b>Total Due</b>	<b>\$861</b>

**Payment Method:** Bank Transfer  
**Bank Details:** Account Name: Jane Doe  
Account Number: 123456789  
Bank: XYZ Bank

## Important Notes

- Make sure the invoice number is unique to avoid confusion in records.
- Include clear item descriptions and rates for transparency.
- Specify payment terms and due date to set expectations.
- Add your contact information for any invoice queries.
- Retain a copy of each invoice for your accounting records.