

Freelance Invoice

From:

Jane Doe
123 Main Road
City, Country 456789
Email: jane.doe@email.com
Phone: +1 234 567 8901

To:

Client Company
John Smith
77 Client Avenue
Other City, Country 123456
Email: john.smith@client.com

Invoice #	INV-2024-001	Date	2024-06-12
Due Date	2024-06-26	Payment Method	Bank Transfer

Description	Hours/Qty	Rate	Amount
Web Design	20	\$50	\$1,000
Responsive Development	15	\$45	\$675
Consultation	5	\$60	\$300

Subtotal: \$1,975

Tax (10%): \$197.50

Total: \$2,172.50

Important Notes:

- Always include clear contact information for both freelancer and client.
- Provide detailed breakdowns of services, hours, rates, and final totals.
- Mention payment methods and due date to avoid confusion.
- Retain copies of invoices for your records and accounting needs.
- Clarify tax charges if applicable, according to local laws.