

# 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          |
| <b>Total:</b> | <b>\$2,172.50</b> |

**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.