

Freelance Invoice

Jane Doe Design Studio
123 Creative Lane
Cityville, CA 90000
Email: janedoe@email.com

Invoice #: 2024-015

Date: 2024-06-17

Due Date: 2024-06-30

Billed To:

John Smith
Acme Inc.
456 Business Road
Metropolis, NY 10010
john.smith@acmeinc.com

Description	Hours/Qty	Rate	Amount
Logo Concept & Design	10	\$50.00	\$500.00
Website Landing Page	14	\$50.00	\$700.00
Brand Guidelines Document	1	\$350.00	\$350.00
		Subtotal	\$1,550.00
		Tax (10%)	\$155.00
		Total Due	\$1,705.00

Payment Instructions:

Please pay by bank transfer to:

Bank Name: Creative Bank

Account #: 9876543210

Payment is due within 14 days of invoice date.

- Double-check all item descriptions and rates for accuracy.
- Clearly list payment terms and due date to avoid confusion.
- Keep a copy of the invoice for your records and future reference.
- Provide detailed information for all services to ensure client understanding.
- Include your contact details for any payment queries.