

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.