

Recurring Freelancer Invoice

From
Jane Doe
123 Freelancer Lane
Cityville, Country 12345
Email: jane@email.com
Phone: +1 234 567 8901

To
Client Corp.
456 Business Rd.
Metropolis, Country 67890
Email: accounts@client.com

Invoice #
INV-2024-008

Date
2024-06-25

Due Date
2024-07-02

Billing Cycle
Monthly (Every 1st)

Invoice Details

Description	Qty	Unit Price	Amount
Content Writing Services - Retainer	1	\$800.00	\$800.00
Monthly SEO Maintenance	1	\$350.00	\$350.00
Hosting/Platform Management	1	\$100.00	\$100.00
Subtotal			\$1,250.00
Tax (5%)			\$62.50
Total Due			\$1,312.50

Payment Instructions:

Bank Transfer to: Freelancer Bank, IBAN: XX123456789, SWIFT: FREELNCR
Or via PayPal: paypal.me/janefreelancer

Notes:

Thank you for your regular business!

This invoice recurs on the 1st of each month in accordance with our agreement.

Important Notes:

- Recurring invoices automate regular payments and reduce administrative work.
- Clearly specify the billing cycle and payment terms.
- Always update services, rates, and taxes if agreement changes.
- Include payment instructions and contact information for queries.
- Keep a record of all recurring invoices for accounting and tax purposes.