

INVOICE

From:

Jane Doe
Freelance Designer
123 Freelance Ave.
City, Country
Email: jane@example.com
Phone: (123) 456-7890

Bill To:

Acme Corporation
456 Client Road
Business City, Country
Email: contact@acmecorp.com

Invoice #: 2024-001

Date Issued: 2024-06-05

Due Date: 2024-06-20

Description	Hours/Qty	Rate	Amount
Website Design	20	\$45	\$900
Logo Creation	1	\$250	\$250
Consultation	3	\$40	\$120

Subtotal	\$1,270.00
Tax (0%)	\$0.00
Total Due	\$1,270.00

Payment Instructions:

Please make payment via bank transfer to the account details provided, or contact for alternative options. Payment is due within 15 days of the invoice date.

Important Notes:

- This invoice serves as a formal payment request for freelance services rendered.
- Be sure to double-check client and service details before sending.
- Include clear payment terms and due date to avoid disputes.
- Keep a copy for your records and confirm receipt with the client.
- Invoices are legally binding documents once issued and acknowledged.