

# 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
<b>Total Due</b>	<b>\$1,270.00</b>

**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.