INVOICE

FREELANCER

Name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Client reference _____

BILL TO (CLIENT)

Company _____ Attention _____

Email _____

PROJECT

Project _____ Work dates _____

FIXED-PRICE WORK

Item	Details	Qty	Unit	Rate	Amount

Fixed-price subtotal

TIME BILLED HOURLY

Item	Details	Qty	Unit	Rate	Amount

Hourly subtotal

EXPENSES PASSED THROUGH AT COST

Item	Details	Qty	Unit	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Sales tax, if applicable (_____%)

Expenses passed through at cost

Total

Amount due

PROJECT NOTES

_____

_____

Please quote the invoice number with your payment.