

# FREE LANCER INVOICE

Invoice Number

Date

Due Date

## F r o m :

Name

Address

Email

Phone

## T o :

Company Name

Address

Contact Person

Email

Phone

## D e s c r i p t i o n o f S e r v i c e s

1  
2  
3  
4  
5  
6

## R a t e & A m o u n t

This format means you're multiplying the amount of work (such as hours, words, units, etc.) by your rate (per hour, per word, per item) to calculate the total cost of a service.

## T o t a l D u e

This is the final amount the client is required to pay after all calculations, including service fees, rates, taxes, and any applicable discounts.

## P a y m e n t M e t h o d s

I accept the following payment methods for your convenience:

Bank Transfer (IBAN):

PayPal:

**Please kindly let me know which payment method you prefer when you reply.**

If you have any questions regarding payment, please feel free to contact me.

## N o t e s