

FREELANCER INVOICE

Invoice Number

Date

Due Date

From :

Name
Address
Email
Phone

To :

Company Name
Address
Contact Person
Email
Phone

Description of Services

1	
2	
3	
4	
5	
6	

Rate & Amount

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.

Total Due

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

Payment Methods

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.

Notes