Freelance Invoice

Your business name and address

Bill to

Invoice number

Issue date

Due date

Your name and any trading name

Client accounts-payable contact or email

Client purchase order or reference number

Date or period the work was done

Project fee, with the proposal or contract it comes from

Hourly work: task, hours and rate

Out-of-scope extras, each on its own line

Expenses reimbursed at cost, with receipt reference

Tax line, only if you are registered to charge it

Payment methods and bank or payment details

Late-payment terms agreed in your contract

Description	Quantity	Rate	Amount

Currency

Subtotal

Tax rate and amount

Total

Payment instructions

Notes and references

Freelance Invoice / InvoiceQuickly. Printable blank form: fill it in by hand and work out the totals yourself. Regional or document certification is not implied.