[Your name or business]
[Email] · [Phone]
[City, State/Country]
[Website]

INVOICE

Invoice #: [INV-2026-001]
Invoice date: [date]
Due date: [date] (Net [14])

BILL TO
[Client name]
[Company]
[Billing address]
[Client email]

PROJECT
[Project name]
PO / reference: [number]

Description	Qty / hrs	Rate	Amount
[What you did, in words the client recognizes]	[1]	[$0.00]	[$0.00]

Subtotal	[$0.00]
Discount	–[$0.00]
Tax (if applicable)	[$0.00]
Deposit paid	–[$0.00]
Total due	**[$0.00]**

How to pay

[Bank transfer: account name, bank, account details] · [Other payment method]

Terms

Payment is due by the date above. [Late payments incur a fee of 1.5% per month, where allowed.]

Thank you for your business.

Free freelance invoice template from didote.com