

FREELANCE INVOICE

INDEPENDENT PROFESSIONAL — PROJECT BILLING

INVOICE NO.

ISSUE DATE

DUE / VALID UNTIL

1 BILLING PARTIES

FROM / FREELANCER

BUSINESS / FULL LEGAL NAME

FULL MAILING ADDRESS

PHONEEMAIL

BILL TO / CLIENT

BUSINESS / FULL LEGAL NAME

FULL MAILING ADDRESS

PHONEEMAIL

2 INVOICE DETAILS

PROJECT / ENGAGEMENTCONTRACT / PO NO.SERVICE PERIODTAX ID / EIN

3 ITEMIZED CHARGES

DATE	DELIVERABLE / SERVICE	HOURS / QTY	RATE	AMOUNT

4 TOTAL & PAYMENT

NOTES & PAYMENT

PROJECT NOTES / MILESTONES

PAYMENT TERMS

REMITTANCE / PAYMENT METHOD

AUTHORIZED SIGNATUREDATE

TOTALS

SUBTOTAL

DISCOUNT

TAX

SHIPPING / EXPENSES

TOTAL

AMOUNT PAID

BALANCE DUE