**FREELANCE INVOICE**

**START DATE**: 00/00/0000

**DATE PAYMENT DUE**: 00/00/0000

**LEAD TIME**:

**INVOICE NUMBER**:

|  |  |
| --- | --- |
| **FREELANCE CONTRACTOR** | **CLIENT** |
| BUSINESS NAME | NAME |
| Address | Address |
| Address | Address |
| City, State and Zip | City, State and Zip |
| Phone | Phone |
| Email | Email |
| webaddress.com | webaddress.com |

|  |  |
| --- | --- |
| **CONFIRMATION** | |
| FREELANCER NAME (PRINT) | CLIENT NAME (PRINT) |
| Signature | Client Signature |
| Date | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT DETAILS** | | | | |
| Provide a brief overview of the project and / or any pertinent information, if applicable… | | | | |
|  | | | | |
| **DATE** | **DESCRIPTION OF WORK** | **HOURS** | **RATE** | **TOTAL** |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  | **TOTAL HOURS** |  | **$** |
|  |  | **0** |  | **$** |
|  |  |  | **LESS PAYMENT** | $ |
|  |  |  | **TOTAL DUE** | **$** |