

# INVOICE

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DATE \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

**FREELANCER:**

**CLIENT:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME/DEPT \_\_\_\_\_

CLIENT COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

PROJECT DESCRIPTION			

TASK DESCRIPTION	HOURLY RATE	HOURS	TOTAL

**REMARKS/NOTES**

SUBTOTAL \_\_\_\_\_

DISCOUNT \_\_\_\_\_

SUBTOTAL LESS DISCOUNT \_\_\_\_\_

TAX RATE \_\_\_\_\_

TOTAL TAX \_\_\_\_\_

SHIPPING/HANDLING \_\_\_\_\_

TOTAL DUE