

Freelancer Name

Address line 1

Address line 2

Phone: (xxx) xxx-xxxx

Email: freelancer@email.com

INVOICE

Client Company

Address line 1

Address line 2

Phone: (xxx) xxx-xxxx

Email: client@email.com

Invoice # : 0001 Date : YYYY-MM-DD

Due Date : YYYY-MM-DD PO Number :

Description	Hours/Qty	Rate	Amount
SEO Optimization	10	\$100	\$1,000
Social Media Management	15	\$90	\$1,350
Content Creation	5	\$80	\$400
Total			\$2,750

*Notes: Thank you for your business. Payment is due within 14 days.
Bank details or payment link info here.*

Freelancer Signature:

Client Signature: