

FREELANCE INVOICE

Hourly work, fixed-fee deliverables, expenses, retainers, and client references

FINAL PAYMENT REQUEST - REVIEW THE CONTRACT, TAX TREATMENT, CLIENT APPROVAL PROCESS, AND PAYMENT TERMS

INVOICE NUMBER

ISSUE DATE

DUE DATE

CURRENCY

FREELANCER / BUSINESS

BILL TO / CLIENT

PROJECT / ENGAGEMENT

CLIENT PO / REFERENCE

BILLING PERIOD

CONTRACT / MILESTONE REFERENCE

Type	Service, expense, or deliverable	Date / approval reference	Qty / hours	Rate / fee	Amount
Hourly					
Hourly					
Fixed fee					
Milestone					
Expense					
Expense					

WORK, EXPENSE, PAYMENT, AND OTHER NOTES

Subtotal

Discount

Tax

Retainer / deposit applied

Prior payment

AMOUNT DUE