

INVOICE

Your Name / Business
Address Line 1
Address Line 2
Email: you@example.com
Phone: (123) 456-7890

Billed To:
Client Name
Client Company (if any)
Client Address 1
Client Address 2
Email: client@example.com

Invoice #: INV-2024-001 **Date:** 2024-06-11
Due Date: 2024-06-25 **Payment Terms:** Net 14

| Description | Hours / Qty | Rate | Amount |
|---------------------|-------------|-------|--------------|
| Web Design Services | 10 | \$50 | \$500 |
| Logo Design | 1 | \$150 | \$150 |
| Consultation | 2 | \$40 | \$80 |
| Subtotal: | | | \$730 |
| Tax (0%): | | | \$0 |
| Total Due: | | | \$730 |

Notes / Payment Instructions:

Thank you for your business. Payment is due within 14 days. Please make payment via bank transfer or your preferred method.

Streamline your billing process with this **professional invoice template** designed specifically for freelancers. Easily customizable in Excel, it ensures clear and concise presentation of your services and payments. Enhance your invoicing efficiency with a template tailored to meet freelance business needs.