

Proforma Invoice

Freelancer Details:

Name: _____
Address: _____
Email: _____
Phone: _____

Client Details:

Name: _____
Company: _____
Address: _____
Email: _____

Invoice Details:

Invoice #: _____ Date: _____ Due Date: _____

Description of Service	Hours/Qty	Rate	Total
e.g. Web Design	10	\$50	\$500
Subtotal			\$500
Discount			\$0
Tax (%)			\$0
Total			\$500

Payment Instructions:

Payment Method: _____
Bank/PayPal/Other: _____

Terms & Conditions:

- Payment due within 30 _____ days of invoice date.
- Late payments may incur a fee of 5% _____ per month.
- Please reference the invoice number in your payment.

This is a customizable proforma invoice template for freelancers.
Adapt fields and sections as necessary for your specific project or client.