

# Freelance Service Sales Invoice

**Date:** [Invoice Date]

**Invoice #:** [Invoice Number]

**From:**

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]

**Bill To:**

[Client Name]  
[Client Company]  
[Client Address]  
[Client Email]

| Description of Service | Hours/Qty | Rate   | Total                 |
|------------------------|-----------|--------|-----------------------|
| [Service Description]  | [Qty]     | [Rate] | [Amount]              |
| <b>Subtotal</b>        |           |        | [Subtotal]            |
| Tax (if applicable)    |           |        | [Tax]                 |
| <b>Total Due</b>       |           |        | <b>[Total Amount]</b> |

**Payment Terms:** [E.g., Payment due in 14 days]

**Payment Method:** [Bank Transfer / PayPal / Other]

**Notes:** Thank you for your business!