PDF Freelance Invoice Template Including Late Fee

This **PDF freelance invoice template** is designed to streamline your billing process, featuring customizable fields for work details and payment terms. It includes an automatic late fee calculation to encourage timely payments and protect your cash flow. The template is easy to edit, professional, and perfect for freelancers seeking efficient invoicing solutions.

Invoice

Freelancer Name: [Your Name]
Email: [your@email.com]
Client Name: [Client Name]
Client Address: [Client Address]

Invoice #: [12345]
Date: [YYYY-MM-DD]
Due Date: [YYYY-MM-DD]

Description	Hours	Rate	Amount
[Service 1 Description]	[0]	$[0.00]	$[0.00]
[Service 2 Description]	[0]	$[0.00]	$[0.00]
		Subtotal	$[0.00]
		Late Fee (if paid after Due Date, e.g. 2%/month):	$[0.00]
		Total	$[0.00]

Payment Terms

- Please make the payment by the due date specified above.
- Preferred payment methods: [Bank Transfer/PayPal/etc.]
- Payments made after the due date are subject to a late fee of 2% per month (or as agreed).
- If you have any questions, please contact [Your Name] at [your@email.com].

Thank you for your business!