

Itemized Invoice Form Sample

Use this **itemized invoice form sample** to clearly detail the services provided and their costs, ensuring transparent billing for freelance work. It helps freelancers organize charges by individual tasks or hours, making payment processes smooth and professional. Customize the template to suit specific client needs and maintain accurate financial records.

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

Invoice #: [Invoice Number]
Invoice Date: [Date]
Due Date: [Due Date]

Description of Service	Hours/Qty	Rate	Total
[Service 1 Description]	[x]	[\$Rate]	[\$Total]
[Service 2 Description]	[x]	[\$Rate]	[\$Total]
Subtotal			[\$Subtotal]
Tax (if applicable)			[\$Tax]
Total Amount Due			[\$Total Due]

Payment Instructions: [Bank/PayPal/Other details]

Notes: Thank you for your business!