

# Invoice

Invoice No: INV-0123  
Date: 2024-06-15

**Bill To:**  
Client Name  
Client Company  
Address Line 1  
City, ZIP  
Email: client@email.com

**From:**  
Freelancer Name  
Your Business Name (if applicable)  
Address Line 1  
City, ZIP  
Email: your@email.com

| # | Description         | Quantity | Unit Price | Amount  |
|---|---------------------|----------|------------|---------|
| 1 | Web Design Services | 1        | \$800      | \$800   |
| 2 | Logo Creation       | 1        | \$200      | \$200   |
|   |                     |          | Total      | \$1,000 |

**Payment Terms:** Payment due within 15 days.  
Bank Transfer: XXXX-XXXX (or preferred method)  
Thank you for your business! If you have any questions, please contact me at your@email.com.

**Document Sample:** Simple purchase invoice format for freelancers

Our **simple purchase invoice format** is designed specifically for freelancers to streamline their billing process. It includes all essential details like client information, services rendered, and payment terms for easy and professional invoicing. This format ensures quick customization and efficient record-keeping for freelance projects.