

# Professional Invoice Form (Hourly Billing)

This **professional invoice form** sample is designed for accurate hourly billing, ensuring clear and detailed documentation of work hours. It helps freelancers and businesses streamline the billing process with an easy-to-use format. Perfect for maintaining transparent client communication and timely payments.

<b>From:</b> [Your Name/Company] [Address Line 1] [Address Line 2] [Email & Phone]	<b>To:</b> [Client Name/Company] [Client Address Line 1] [Client Address Line 2] [Client Email & Phone]
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<b>Invoice #:</b> [0001]	<b>Date:</b> [YYYY-MM-DD]	<b>Due Date:</b> [YYYY-MM-DD]
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Description of Work	Date	Hours Worked	Hourly Rate	Amount
Sample Task 1	2024-06-01	4	\$50.00	\$200.00
Sample Task 2	2024-06-03	3	\$50.00	\$150.00
<b>Subtotal</b>				\$350.00
<b>Tax (if applicable)</b>				\$0.00
<b>Total</b>				<b>\$350.00</b>

## Payment Instructions:

[Your preferred payment methods, bank information, PayPal, etc.]

Please make payment by the due date specified above. Thank you for your business!

*Authorized Signature*