

Sales Invoice Format in Excel for Freelancers

The **sales invoice format in Excel for freelancers** is a customizable template designed to simplify billing and record-keeping. It helps freelancers efficiently track payments, client details, and service descriptions. This format ensures professional and organized invoicing tailored to individual freelance needs.

INVOICE

Your Name / Business Name

Address Line 1

Address Line 2

Email: your.email@example.com

Phone: (123) 456-7890

Bill To:

Client Name

Client Company

Client Address

Invoice #: INV-001

Date: 2024-06-20

Due Date: 2024-06-27

| Description of Service | Hours/Units | Rate | Amount |
|------------------------|-------------|---------|----------|
| Graphic Design Service | 10 | \$30.00 | \$300.00 |
| Consultation | 2 | \$50.00 | \$100.00 |
| Subtotal | | | \$400.00 |
| Tax (5%) | | | \$20.00 |
| Total | | | \$420.00 |

Payment Terms: Please make payment within 7 days.

Bank Details / Payment Method: [Bank Account or PayPal Info]

Thank you for your business!

You can create and customize this sample in Excel according to your freelance needs.