

Tax-Compliant Freelance Invoice Template for Google Docs (USA)

This **tax-compliant freelance invoice template** for Google Docs is designed specifically for freelancers in the USA, ensuring all necessary tax details are included. It streamlines billing by providing a professional and easy-to-edit format that meets IRS requirements. Use this template to maintain accurate records and facilitate smooth payment processes.

Invoice

From:

[Your Name]
[Your Business Name]
[Address]
[City, State, ZIP]
[Email]
[Phone Number]
EIN: [Your EIN or SSN (last 4 digits if preferred for privacy)]

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

Bill To:

[Client Name/Company]
[Client Address]
[City, State, ZIP]
[Client Email]
[Client Phone Number]

Description	Quantity	Rate	Amount
[Service/Product Description]	[Qty]	[\$[Rate]]	[\$[Amount]]
Subtotal			[\$[Subtotal]]
Sales Tax ([% Rate])			[\$[Tax]]
Total			[\$[Total Due]]

Payment Instructions:

[Bank info, preferred payment method, PayPal, etc.]

Notes:

Thank you for your business! Please pay the invoice by the due date to avoid late fees.

This invoice is tax-compliant for freelance work in the United States. Please retain for your records.