

INVOICE

Freelancer: Alex Taylor
Email: alex.taylor@email.com

Bill To:
Creative Agency Inc.
123 Agency Lane
New York, NY 10001

Invoice #: 1025
Date: June 12, 2024
Due Date: June 26, 2024

Description	Hours/Qty	Rate	Amount
Website Design	20	\$60.00	\$1,200.00
Logo Development	1	\$350.00	\$350.00

Subtotal	\$1,550.00
Late Payment Fee *	\$0.00
Total Due	\$1,550.00

Payment Terms:

Payment is due within 14 days of the invoice date. Late payments will incur a fee of 2% of the total invoice amount per month overdue.

Bank Transfer:
Account Name: Alex Taylor
IBAN: XX00 1234 5678 9101
SWIFT: BANKUSXX

This **freelance invoice example** clearly outlines project costs and incorporates late payment fees to encourage timely payments. It helps freelancers maintain professionalism and ensure they are compensated fairly for their work. Including late payment terms protects freelancers from unnecessary delays in payment receipt.