

Put your name and address here, you awesome freelancer!
 Always follow any specific directions that your client gives you.

Invoice No. **add a number**

INVOICE

| Customer | |
|----------|--|
| Name | Put your client's name and company here |
| Address | Add your client's address YOU KNOW WHAT |
| City | TO DO HERE State _____ ZIP 01810 |
| Phone | _____ |

| Misc | |
|-----------|--------------|
| Date | current date |
| Order No. | _____ |
| Rep | _____ |
| FOB | _____ |

| Qty | Description | Unit Price | TOTAL |
|-----|--|------------|-------------|
| 1 | Make a notation about the down payment you received. Then, include a description of the project and the balance that's due Down payment of \$500 received on 1/2/22 - THANK YOU Balance due on website project: developing 15 optimized pages for new site | \$1,000 | \$ 1,000.00 |

| Payment | |
|----------|-------|
| | Check |
| Comments | _____ |
| Name | _____ |
| CC # | _____ |
| Expires | _____ |

| | |
|--------------|--------------------|
| SubTotal | \$ 1,000.00 |
| Shipping | _____ |
| TOTAL | \$ 1,000.00 |

Due date! (I usually do 30 days from the date of the invoice)

Add in any other info here, like who to make checks payable to.
 I also add a line that says "Please call xxx-xxx-xxxx if you have any questions."

Add a parting message, such as "It is a pleasure doing business with you! Consider referring me to your colleagues!"