

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
	Itemize the different work you did. Add the project quote under Unit Price and the quantity under "QTY." The template will update the total.		
4	Example: Drafting 4 posts @ \$400 each - Blog post title 1 - Blog post title 2 - Blog post title 3 - Blog post title 4	\$400	\$ 1,600.00
1	Example: Drafting awesome case study	\$500	\$ 500.00
1	Example: Drafting copy for trifold brochure	\$750	\$ 750.00

SubTotal	\$ 2,850.00
Shipping	_____
TOTAL	\$ 2,850.00

Payment
Check
Comments _____
Name _____
CC # _____
Expires _____

Tax Rate(s)

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!"