[Your Name]

[Your Profession, e.g. Freelance Designer]
[Email] · [Phone]
[Website or Portfolio]
[City, State]

Invoice

Invoice # [2027-001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Project [Project Name]

Billed to

[Client Name] · [Company]
[Address]
[Client Email]

Date	Work completed	Hours / Qty	Rate	Amount

Subtotal

Expenses (reimbursable)

Less deposit received

Amount due

How to pay

Payment terms: [Net 15]. Pay by [ACH / Zelle / PayPal / Stripe link] to [payment details].
Please include the invoice number with your payment.

Thank you, it's a pleasure working with you.