INVOICE

Invoice {{INVOICE_NUMBER}} · {{PROJECT_NAME}}

Field	Value
From	{{FREELANCER_NAME}}
Business name	{{FREELANCER_BUSINESS}}
Address	{{FREELANCER_ADDRESS}}
Email	{{FREELANCER_EMAIL}}
Phone	{{FREELANCER_PHONE}}
Tax / VAT ID	{{FREELANCER_TAX_ID}}

Bill to

Field	Value
Client	{{CLIENT_NAME}}
Billing address	{{CLIENT_ADDRESS}}
Billing contact	{{CLIENT_CONTACT}}
Client tax / VAT ID	{{CLIENT_TAX_ID}}

Invoice details

Field	Value
Invoice number	{{INVOICE_NUMBER}}
Issue date	{{ISSUE_DATE}}
Due date	{{DUE_DATE}}
Currency	{{CURRENCY}}
Project reference	{{PROJECT_REFERENCE}}

Work billed

Description	Qty / hours	Rate	Taxable?	Amount
{{LINE_1_DESCRIPTION}}	{{QTY_1}}	{{RATE_1}}	{{TAXABLE_1}}	{{AMOUNT_1}}
{{LINE_2_DESCRIPTION}}	{{QTY_2}}	{{RATE_2}}	{{TAXABLE_2}}	{{AMOUNT_2}}
{{LINE_3_DESCRIPTION}}	{{QTY_3}}	{{RATE_3}}	{{TAXABLE_3}}	{{AMOUNT_3}}
{{LINE_4_DESCRIPTION}}	{{QTY_4}}	{{RATE_4}}	{{TAXABLE_4}}	{{AMOUNT_4}}
{{LINE_5_DESCRIPTION}}	{{QTY_5}}	{{RATE_5}}	{{TAXABLE_5}}	{{AMOUNT_5}}

Quantity × rate = amount. For a fixed price or a milestone, use a quantity of 1 and put the full value in the rate column.

Totals

Line	Amount
Subtotal	{{SUBTOTAL}}
Discount ({{DISCOUNT_PERCENT}})	{{DISCOUNT_AMOUNT}}
Expenses (taxable)	{{EXPENSES_TAXABLE}}
Expenses (not taxable)	{{EXPENSES_NON_TAXABLE}}
Tax ({{TAX_RATE}})	{{TAX_AMOUNT}}
Amount already paid	{{AMOUNT_PAID}}
Balance due	**{{BALANCE_DUE}}**

How to pay

Field	Value
Payment method	{{PAYMENT_METHOD}}
Account name	{{ACCOUNT_NAME}}
Account details	{{ACCOUNT_DETAILS}}
Payment reference	{{INVOICE_NUMBER}}

Terms

- Payment is due by **{{DUE_DATE}}**, **{{PAYMENT_DUE_DAYS}}** days from the issue date.
- Please quote invoice **{{INVOICE_NUMBER}}** as the payment reference.
- **{{LATE_PAYMENT_TERMS}}**

Notes

{{PROJECT_NOTES}}

Thank you — it has been good to work on**{{PROJECT_NAME}}**.

Replace every **{{PLACEHOLDER}}** before sending. Delete any row that does not apply to this invoice rather than leaving it at zero.