

INVOICE

Contractor Name / Business:

Invoice No: _____

Date: _____

Due Date: _____

FROM (FREELANCER / CONTRACTOR)

TO (CLIENT / COMPANY)

Contract / Project Ref: _____

PO Number: _____

DESCRIPTION OF SERVICES / DELIVERABLES	HOURS / QTY	RATE (\$)	AMOUNT (\$)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal: _____

Tax / VAT (___ %): _____

Total Due (\$): _____

Payment Terms & Methods

Freelancer / Contractor Signature

Client Acceptance / Authorized Signature