INDEPENDENT CONTRACTOR

Payment & Invoice Template

Invoice No: _____

Date: _____

Payment Terms: _____

Due Date: _____

CONTRACTOR INFORMATION

Name:

Company:

Address:

Email:

Phone:

Tax ID / SSN:

CLIENT INFORMATION

Client Name:

Company:

Address:

Email:

Phone:

Project Ref:

CONTRACT & AGREEMENT REFERENCE

Agreement Date:

Purchase Order (PO) #:

DESCRIPTION OF SERVICES / DELIVERABLES	HOURS / QTY	RATE	TOTAL AMOUNT

DESCRIPTION OF SERVICES / DELIVERABLES	HOURS / QTY	RATE	TOTAL AMOUNT

Subtotal:

Tax / VAT:

Total Due:

PAYMENT INSTRUCTIONS

Bank Name:

Account Holder:

Account Number:

Routing / BIC:

PayPal Email:

Other Method:

Independent Contractor Signature

Date:

Authorized Client Signature

Date: