

Freelance Writer Invoice Template

FROM

John Doe
165 Eleventh Street
Apt 2
San Francisco, California, 95376
United States

TO

Sample Client
Sample Client
sampleclient@helloworld.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

ITEM NAME	UNITS	RATE	TOTAL
Writing Services	45	\$70.00	\$3,150.00
Other Services	6	\$50.00	\$300.00
Subtotal			\$3,450.00
Total Amount		\$3,450.00 (USD)	

PAYMENT

The client can pay via wire transfer or mailed check.

The client will not pay the processing fees for an online payment.

1 of 2

LATE FEES

If this invoice is unpaid by Sep 22, 2020, a non-compounding late fee of 5.0% accrues monthly on the outstanding amount.

NOTES

Thank you for your business!