

## Freelance 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             |
|-----------------------|-------|-------------------------|-------------------|
| Professional Services | 30    | \$35.00                 | \$1,050.00        |
| Other Services        | 20    | \$50.00                 | \$1,000.00        |
| <b>Subtotal</b>       |       |                         | <b>\$2,050.00</b> |
| <b>Total Amount</b>   |       | <b>\$2,050.00 (USD)</b> |                   |

PAYMENT

The client can pay via wire transfer or mailed check.

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

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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!

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