Freelance invoice

Seller-issued request for payment. Complete all details and agree terms before sending.

Freelancer details

Client billing details

Project reference

Billing period

Client purchase-order reference

Payment terms

Currency

Document reference / issue date

Description	Deliverable / phase	Quantity	Rate	Amount

Subtotal: _____ Discount: _____ Tax rate / amount: _____

Shipping: _____ TOTAL: _____ Currency: _____ Approval: _____

Seller-issued request for payment. Complete all details and agree terms before sending.
Manual blank: calculate and verify all amounts. State one currency; no tax treatment is presumed.
Suggested order: subtotal less fixed discount, tax on discounted subtotal, then shipping. Adapt if required.
Keep revisions tied to the agreed scope.