

Freelance invoice template

Editable blank template. Replace bracketed fields, calculate and reconcile totals, and remove the separate example page before issuing.

Invoice number [Your number]

Issue date [YYYY MM DD] Currency [Two decimal currency]

Due date [YYYY MM DD] Supply date [YYYY MM DD]

From

[Your legal or business name]

[Business address and appropriate contact details]

To

[Customer name]

[Customer address and appropriate contact details]

Reference [Client project or purchase order reference]

Description	Quantity	Unit price	Tax rate	Line before tax
[Description]	[Qty]	[0.00]	[0%]	[0.00]
[Description]	[Qty]	[0.00]	[0%]	[0.00]

Subtotal [0.00]

Discount [0.00]

Entered tax [0.00]

Total [0.00]

Amount recorded paid [0.00]

Balance due [0.00]

Notes and payment instructions

[Agreed terms and appropriate payment instructions]

[Do not include card credentials or unnecessary personal identifiers]

Static Word template: amounts do not recalculate automatically. Verify your applicable invoice and tax requirements.

Calculator and methodology: allmarketstrading.com/invoice-tools/

Freelance invoice template example

Illustrative example only with invented parties and amounts. Do not issue this page as a real transaction.

Invoice number EXAMPLE 001

Issue date 17 October 2026 Currency USD

Due date 31 October 2026 Supply date 17 October 2026

From

Example Studio | Illustrative business address | hello@example.invalid

To

Example Client | Illustrative customer address

Reference Illustrative project reference

Description	Quantity	Unit price	Tax rate	Line before tax
Writing deliverables	2	150.00	0%	300.00
Editing pass	1	100.00	0%	100.00

Subtotal USD 400.00

Discount USD 40.00

Entered tax USD 0.00

Total USD 360.00

Amount recorded paid USD 100.00

Balance due USD 260.00

Notes and payment instructions

Illustrative example only. No payment was collected or verified by AllMarkets.

Static Word template: amounts do not recalculate automatically. Verify your applicable invoice and tax requirements.

Calculator and methodology: allmarketstrading.com/invoice-tools/