

# Freelance Invoice Template

Three invoice templates for freelancers — hourly, fixed-price, and retainer.

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template  
page](#)

## What you will get

- Hourly invoice template
- Fixed-price invoice template
- Retainer invoice template
- Field-by-field explanations
- Payment terms guide

### Hourly Invoice

**FROM (FREELANCER)**

Your Name / Business Name

123 Main Street, Suite 100

hello@yourname.com

**BILL TO (CLIENT)**

Client Name / Company

456 Market Street

billing@clientco.com

INVOICE #	ISSUE DATE	DUE DATE	PAYMENT TERMS
INV-001	Mar 15, 2026	Apr 14, 2026	Net 30

### Time Log

DATE	TASK / DESCRIPTION	HOURS
03/03	Homepage wireframes	3.5
03/04	Internal pages design	5.0
03/05-06	Responsive breakpoints	4.0

DATE	TASK / DESCRIPTION	HOURS
03/07	Client revisions (round 1)	2.5
	<b>Total Hours</b>	<b>15.0</b>

**Totals**

15.0 hours × \$125/hr	\$1,875.00
Tax	\$0.00
<b>Total Due</b>	<b>\$1,875.00</b>

## Fixed-Price Invoice

### FROM (FREELANCER)

Your Name / Business Name

123 Main Street, Suite 100

hello@yourname.com

### BILL TO (CLIENT)

Client Name / Company

456 Market Street

billing@clientco.com

INVOICE #	ISSUE DATE	DUE DATE	PAYMENT TERMS
INV-002	Mar 15, 2026	Apr 14, 2026	Net 30

### Milestone Breakdown

MILESTONE	DESCRIPTION	STATUS	AMOUNT
M1	Discovery & wireframes	Complete	\$2,000
M2	Visual design	Complete	\$3,000
M3	Development	In progress	\$4,000
M4	QA & launch	Pending	\$1,500
<b>Project Total</b>			<b>\$10,500</b>

### Payment

Due now (M1 + M2)	<b>\$5,000.00</b>
Remaining (M3 + M4)	\$5,500.00

## Retainer Invoice

**FROM (FREELANCER)**

**BILL TO (CLIENT)**

Your Name / Business Name

Client Name / Company

123 Main Street, Suite 100

456 Market Street

hello@yourname.com

billing@clientco.com

INVOICE #	ISSUE DATE	DUE DATE	RETAINER PERIOD
INV-003	Mar 15, 2026	Apr 14, 2026	Monthly — March 2026

### Hours Breakdown

WEEK	TASKS	HOURS
Week 1	Strategy & planning	8.0
Week 2	Content creation	10.0
Week 3	Social campaigns	7.5
Week 4	Analytics & reporting	4.5
<b>Total</b>		<b>30.0</b>

### Retainer Summary

ALLOCATED	USED	REMAINING	ROLLOVER?
40 hrs	30 hrs	10 hrs	No

### Totals

Monthly retainer (flat)	\$5,000.00
<b>Total Due</b>	<b>\$5,000.00</b>

**Tip:** Send invoices on the same day each period. Predictable billing means predictable cash flow.

**Related template:** [Consulting Invoice Template](#)