Freelance Invoice Template

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

Open 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)	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	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
	Total Hours	**15.0**

Totals

15.0 hours × $125/hr	$1,875.00
Tax	$0.00
Total Due	**$1,875.00**

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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
		Project Total	**$10,500**

Payment

Due now (M1 + M2)	**$5,000.00**
Remaining (M3 + M4)	$5,500.00

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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
	Total	**30.0**

Retainer Summary

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

Totals

Monthly retainer (flat)	$5,000.00
Total Due	**$5,000.00**

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

Related template: Consulting Invoice Template