Simple Invoice Template

A clean invoice template for freelancers and small businesses with all the essential fields: invoice number, dates, line items, tax and payment details.

INVOICE

From: [Business name], [Address], [Email], [Phone], [Tax/registration no. if applicable]

Bill to: [Client name], [Company], [Address]

Invoice number: [e.g. 2026-001]

Invoice date: [date]

Due date: [date] ([payment terms, e.g. 14 days])

PO number: [if provided]

Description	Qty	Rate	Amount
[Service or product]	[1]	[0.00]	[0.00]
[Service or product]	[1]	[0.00]	[0.00]
[Service or product]	[1]	[0.00]	[0.00]

Subtotal: [0.00]

Tax ([rate]%): [0.00]

TOTAL DUE: [0.00]

Payment details

[Bank name, account name, account number / IBAN, sort code / SWIFT, or payment link]. Please use the invoice number as the payment reference.

Thank you for your business.

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