

Freelance invoice checklist

Check every invoice against this list before you press send, and get paid without a follow-up question.

1. Required details

- ☐ My name and any business name, address and contact details
- ☐ My tax or VAT number, if I am registered
- ☐ The client's name and the address of the company that pays
- ☐ A unique invoice number, next in my series
- ☐ Invoice date, and the date the work was done or delivered
- ☐ Each line: description, quantity, unit price, amount
- ☐ Subtotal, any discount, tax per rate, total

2. Wording that gets approved

- ☐ Purchase order or project number, if the client gave one
- ☐ Line descriptions match the words in the quote or brief
- ☐ Dates or period of the work on each line ("Sept 1–15")
- ☐ Expenses on their own lines, receipts attached
- ☐ The due date written as a date, not only "Net 30"
- ☐ Exactly how to pay: bank details or a payment link

3. The email to send it with

Subject: Invoice INV-_____ for [project], due [date]

Hi [name], attached is invoice INV-_____ for [project], [amount], due on [date]. Payment details are on the invoice. Thanks!

4. Payment log

Invoice no.	Client	Amount	Sent	Due	Paid

Invoice no.	Client	Amount	Sent	Due	Paid

The full guide: fynl.io/blog/invoice-for-freelance-work/

Free invoice generator: fynl.io/free-invoice-generator