

# Freelance Invoice Template in PDF Format

*Freelance Invoice Template* was initially released on <http://www.InvoicingTemplates.com> on Wednesday, October 01, 2014, and is categorized as [Service](#), [Consulting](#). As always **Freelance Billing Template** was published in two editions - one free **Freelance Invoice Template**, and another Uniform Invoice Software version that is able to turn **Freelance Invoice Template** into a complete invoicing system. This "**Freelance Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "freelance.xlsx".

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## Freelance Invoice Template Features and Facts

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If you are a freelancer and or running a small business, doing writing, designing or as a consultant, a professional looking invoicing template helps you get paid fast. Download [Freelance Invoice Template](#) now and start creating invoices in seconds.

This invoice design has 6 columns on the invoice detail section - Description, Date, Hours, Rate / Fee and Amount. The Amount is calculated automatically using Excel formulas once the Hours and Rate / Fee are filled in. The other 5 columns, Description, Date, Hours and Rate / Fee are all fillable in this invoice format. As you can see from the screen shots below, this is basically a hourly service invoice template, like [Hourly Service Invoice Template](#). You can also find other interesting invoice template in the [Consulting Invoice Template](#) category or [Service Invoice Template](#) category here on InvoicingTemplates.com, including those designed specially with UK (United Kingdom) style.

As a freelancer, creating invoices might not what you best at but it is necessary. Further more your invoice should be prim and proper, so that you can get paid by your clients efficiently. While invoicing is not a fun task, it's a necessary one: by keeping clients informed of your expectations, you will get paid punctually and reinforce your professionalism. Using a template is the most easy and quick way to get the job done. Our templates online here on InvoicingTemplates.com help you spend less time creating invoices and more time doing the things you love.

Although it is easy to create the layout and format of Freelance Invoice Template with Microsoft Word or other Microsoft Office programs, or even with some PDF programs, the support for Excel formulas makes doing automated calculations easy to implement and modify. For example, Freelance Invoice Template uses Excel formulas extensively to do calculations whenever possible and necessary, such as the taxes, totals. If you use the Uniform Invoice Software version of Freelance Invoice Template, Excel formulas are also used to create the relationship between several fields, such as one field should be the sum of two other fields.

On the top of the freelance invoice template, you see a logo image. This is a placeholder image that you should replace with your own image. Download the template and see the instructions included to find out how to do this. Next to the logo is your company or business information, including your company name, your name, address, telephone number and email address or web site address. If you client have any questions about the charges, contacting you should be as easy as possible. On the top-right section there is two required fields, the invoice# and invoicing date. If Uniform Invoice Software - our invoicing software that is able to turn a simple Excel invoice template into a complete invoicing program, is installed, clicking on the "Clear & New" button will fill in the invoicing date automatically (as long as other usual fields such as sales person etc.), and an invoice# is generated automatically when you click "Save To DB". On the client section, you can detail the client's address. Make sure to include the name of the client's contact person who handles your account! A company with three employees can figure out what you're doing; but in big companies, invoices get misplaced, especially if there's confusion over who belongs to which project. So always fill in all the required information as detailed as possible.

People want to know what they've paid for. Most people will not pay for something described merely as "Design." Tell them exactly what they have received on the detail section. If you are a Uniform Invoice Software user, note that the Date field is a custom field, which allows you to detail when your freelance work done for the clients. The Item# field / column, which is placed outside of the printable freelance invoice form, is useful especially for Uniform Invoice Software users. Entering a short code, such as "s01" or "s02" into the item# cells, the saved descriptions and rate / unit price will be retrieved and filled into the form, so that you don't have to type the same text again and again. This feature is called in-cell lookup in Uniform Invoice Software. Be sure to download and test the fully functional trial version to see how it works for you.

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