# Simple invoice template

A clean invoice for tutoring, design or other freelance work: who, what, how much and when it's due.

NAME

DATE

FROM (NAME, EMAIL)

INVOICE NO.

TO (CLIENT)

DATE

PAYMENT DUE BY

HOW TO PAY

| Description | Hours or qty | Rate | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

GST/HST (ONLY IF REGISTERED) AND NUMBER

TOTAL DUE

*Before taking freelance work, check your own permit conditions on IRCC's official pages.*