

FREELANCE JOURNALIST INVOICE

DETAILS

DATE: _____
 INVOICE NO. _____
 TERMS: _____

FROM

COMPANY: _____
 ATTN: _____
 ADDRESS: _____
 CITY, STATE: _____
 ZIP: _____
 PHONE: _____
 E-MAIL: _____

BILL TO

COMPANY: _____
 ATTN: _____
 ADDRESS: _____
 CITY, STATE: _____
 ZIP: _____
 PHONE: _____
 E-MAIL: _____

DESCRIPTION	HOURS / ARTICLES	RATE / FEE	AMOUNT (\$)
NOTES: _____ _____ _____		SUBTOTAL	
		DISCOUNT	
		TAX / VAT	
		TOTAL	

THANK YOU!

