Worked example - a fictional freelancer. Replace every detail with your own.

Freelance invoice

Invoice no. 2026-014

Your details

Name or trading name	Alex Morgan, illustrator
Address	7 Example Close, Anytown AB1 2CD
Email / phone	alex@example.co.uk / 07700 900123

Client

Client name	Sample Press Ltd
Client address	3 Sample Street, Anytown AB3 4EF
Project / reference	Autumn catalogue illustrations

Invoice date	13/11/2026
Due date	27/11/2026

Payment terms	14 days from invoice date
Currency	GBP (£)

Work delivered	Fee
Cover illustration - concept, artwork and two rounds of changes	£450.00
Six spot illustrations for inside pages (£60.00 each)	£360.00
Usage licence, print and web, 12 months	£90.00

Subtotal	£900.00
Expenses	£0.00
Total due	**£900.00**

Bank details

Account name	A Morgan
Sort code	00-00-00
Payment reference	2026-014

Bank	Example Bank
Account number	00000000

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How to use this template

Use this invoice if you work for yourself and bill clients for projects, commissions or one-off jobs.

1. **Put your name first.** Use your own name or the trading name your clients know you by, with an address and email.
2. **State the payment terms.** Say how many days the client has to pay and write the actual due date, so nobody has to count.
3. **List what you delivered.** Describe each piece of work with its fee. Put expenses on their own line.
4. **Add your bank details.** Include the account name, sort code and account number, and ask the client to quote the invoice number.
5. **Keep your records.** Save a copy of every invoice. Check GOV.UK for what self-employed people need to keep.

This template is not tax advice. Check GOV.UK for what an invoice needs to include.