

Service Invoice Templates (A4)

Use these layouts for any service-based business â consultant, freelancer, designer, tutor, mechanic, doctor, or agency.

~~TEMPLATE 1~~ â STANDARD SERVICE INVOICE

Business Name:

Business Address:

Phone / Email:

Invoice Number:

Invoice Date:

Due Date:

Client Name:

Client Address:

Client Phone / Email:

SERVICES PROVIDED

Description of Service 1:

Amount:

Description of Service 2:

Amount:

Description of Service 3:

Amount:

Service Invoice Templates (A4)

Subtotal:

Tax (if applicable):

TOTAL DUE:

Payment Method (Cash / UPI / Bank / Card):

Payment Reference / Transaction ID:

TERMS & NOTES

â€ Payment due within [14/30] days of invoice date.

â€ Late payment may incur a charge of [X]% per month.

Additional Notes:

~~TEMPLATE 2~~ â HOURLY RATE INVOICE

Service Description:

Hours Worked:

Rate per Hour:

Total Hours Amount:

Expenses (travel, materials, etc.):

TOTAL DUE:
