|  |
| --- |
| **INVOICE** |

CONTRACTOR / FREELAANCER CLIENT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | | | | NAME | | | |
| ADDRESS | | | | ADDRESS | | | |
| CITY | STATE | | POSTAL CODE | CITY | STATE | | POSTAL CODE |
| E-MAIL | | | | E-MAIL | | | |
| TELEPHONE | | FAX | | TELEPHONE | | FAX | |
| TYPE OF CONTRACTING | | | | | | | |

**CHARGES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DESCRIPTION OF WORK | DURATION OF WORK | | HOURLY FEE | NO. OF HOURS | AMOUNT |
| FROM | TO |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| TOTAL (BEFORE TAX) | | |  |
| GST REGISTRATION NUMBER | | GST |  |
|  | | | | TOTAL |  |

**FEE SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IF THE FEE IS GOING TO PAID DURING SEVERAL MONTHS | | | | | | | | | | | | | | | | | | | | | | | |
|  | JAN |  | FEB |  | MAR |  | APR |  | MAY |  | JUNE |  | JULY |  | AUG |  | SEP |  | OCT |  | NOV |  | DEC |
| DESCRIPTION OF FEE SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | |

**CONFIRMATION**

|  |  |
| --- | --- |
| PLACE & DATE | PLACE & DATE |
| SIGNATURE CONTRACTOR | SIGNATURE EMPLOYER |