

INVOICE

This invoice is provided by Clientish as a free, editable starting point. Add your branding and business details to a master copy, then itemise each invoice clearly and set a real due date (not just a net term). Replace the bracketed fields.

FROM	TO
[Your agency / name]	[Client business name]
[Address]	[Client contact]
[Email / phone]	[Address]
[Website]	[Email]

Invoice number	[INV-001]
Issue date	[Date]
Due date	[an actual date, e.g. 14 March 2026 — not just "Net 30"]
Reference / PO	[if the client uses one]

Line Items

Description	Qty / hrs	Rate	Amount
[Clear description of work — specific enough to approve without asking]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Subtotal	[]
Discount (if any)	[]
Tax ([rate])	[]
TOTAL DUE	[]

Payment Terms

Item	Detail
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Payment due	[an actual date]
Terms	[e.g. Net 14 / Due on receipt]
Late fee	[e.g. 1.5% per month on overdue balances]
Deposit / milestone (if applicable)	[e.g. 50% paid, 50% now due]

How to Pay

Method	Details
Bank transfer	[account name / number / sort / IBAN]
Card / online	[gateway or payment link]
Other	[PayPal / etc.]

Notes

[Thank-you, project reference, or next steps. A reference number here often speeds the client's own approval.]

Running the client relationship once this is in place? Clientish gives your client a branded portal on your own subdomain with their orders, invoices and support tickets in one place. Start a 7-day free trial at the Clientish site.