

How to Create Your First Freelance Invoice

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([Newswire.net](#) -- April 24, 2019) -- Congratulations on landing a client in the freelance world. You're one step ahead those who are still looking for their first client. But then, what would you need to do next? Before you even start working on your task, you should first set-up your invoice. You can use an [invoice generator](#) to make it easier for you. Follow

these steps to get you started.

1. Get the details of your clients first

Will your client be paying you through PayPal or directly through bank deposit? Whatever it is, you'd have to know your clients' mode of payment. Get the business email of your client to which you will be sending your invoice. You may also get some personal details of your client like their name, business name, and business address.

2. Put in the work you've done

After setting up the needed information, you'd now have to put in the items you have provided your client. Indicate the project title, add some descriptions, and include the date when you have submitted the project for your client's reference. If you have submitted your work through cloud storage, you can add the link in your invoice as well.

3. Place your rate and quantity of items

The rate that you put in the invoice should be the rate you have agreed on with your client before starting the project. You should also make sure that the number of items you have declared in your invoice matches your actual output and what the client needs. Most freelancers take advantage of setting up their invoices by declaring different prices and altering the number of outputs done. Pro tip: don't do this! Freelancing is all about gaining your client's trust and building rapport. Also, if you're just starting, you would want to get good testimonials from your clients.

4. Send the invoice to your client

The last step is for you to send the invoice to your client. You can send the file or link through email.

Creating your invoice may be hard the first time around. But once you get the hang of it, you'll surely have it easy with your succeeding clients.

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