

SmartWerk Templates Library

A categorized overview of ready-to-use templates you receive with SmartWerk PRO.

☐ Finance & Admin

[PDF] Invoice Template

KvK, BTW, IBAN, numbering, ready-to-send invoice.

[PDF] Budget Sheet (Excel)

Track income, costs, tax, and monthly profit.

[PDF] Hour Tracking Sheet

Manually or automatically track billable hours.

☐ Communication

[Email] Payment Reminder

Polite message to remind unpaid invoice.

[Email] Onboarding Email

First message for new clients — builds trust.

[Email] Price Raise Message

Explain higher hourly rate in a professional way.

[Email] Order Confirmation

Confirm services or products with delivery info.

☐ Legal & Project

[DOCX] Terms & Conditions

General freelance terms for Dutch market.

[DOCX] Service Contract

Simple freelance service agreement.

[DOCX] Client Proposal

Project scope, timeline, price — everything clear.

[DOCX] Project Quote

Detailed quote with items and price breakdown.

[DOCX] Project Brief

Overview of client's request and deliverables.

☐ Dutch System Letters

[DOCX] Belastingdienst Letter

Write or reply to tax authority.

[DOCX] Gemeente Email Template

Registration / local business issues.

☐ Career Tools

[PDF] CV Template (EN/NL)

Professional resume with correct layout.

☐ Bonus Templates

[PDF] Social Media Calendar

Plan posts for 30 days (coaches/designers).

[TXT] Freelance Weekly Report

Track what you delivered weekly.

[Access all templates instantly at smartwerk.nl/pro]

Or email us at smartwerk.team@gmail.com