

■ Freelancer Sample Invoices & Expenses (India-focused)

1. Service Invoice (No GST, under threshold) Invoice No: INV-2025-021 | Date: 05-Aug-2025
Client: GreenLeaf Designs (India) Service: Logo Design | Amount: ■18,000 GST: Not Applicable |
Payment: UPI (Google Pay)
2. GST Invoice (Domestic Client) Invoice No: INV-2025-022 | Date: 12-Aug-2025 Client: DigiSoft
Solutions Pvt Ltd, Bangalore Service: Website Development | Amount: ■40,000 GST (18%):
■7,200 | Total: ■47,200 Payment: Razorpay
3. Office Supplies (Expense) Receipt No: RCP-2025-101 | Date: 10-Aug-2025 Vendor: Staples
India, Mumbai Item: Printer Ink + Stationery | Amount: ■2,500 GST (12%): ■300 | Total: ■2,800
Paid via: HDFC Debit Card
4. Internet Bill (Expense) Receipt No: RCP-2025-102 | Date: 15-Aug-2025 Vendor: Airtel
Broadband Plan: 300 Mbps Office Plan | Amount: ■1,200 GST (18%): ■216 | Total: ■1,416 Paid
via: ICICI Auto-debit
5. Software Subscription (Expense) Receipt No: RCP-2025-103 | Date: 20-Aug-2025 Vendor: Zoho
Corporation, Chennai Product: Zoho Books Subscription | Amount: ■3,000 GST (18%): ■540 |
Total: ■3,540 Paid via: UPI (PhonePe)
6. Travel Expense (Expense) Receipt No: RCP-2025-104 | Date: 22-Aug-2025 Vendor: Ola Cabs |
Trip: Client Meeting (Bangalore) Fare: ■750 | GST (5%): ■38 | Total: ■788 Paid via: Paytm Wallet
7. Bank Statement Entries (Summary) 15-Aug-2025 | Razorpay Settlement | ■47,200 (Credit)
16-Aug-2025 | Airtel Broadband | ■1,416 (Debit) 20-Aug-2025 | Zoho Books | ■3,540 (Debit)
22-Aug-2025 | Ola Cabs | ■788 (Debit)