FREELANCE INVOICE RECEIPT REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use one row per invoice and one currency per project.

STEP 2 Enter the issued invoice amount and payments actually received.

STEP 3 Reconcile fees, credits and adjustments against source records separately.

STEP 4 Which fact or document still needs checking?

FREELANCE INVOICE RECEIPT REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	INVOICE OR CLIENT LABEL	PERSON RESPONSIBLE	INVOICE AMOUNT	RECEIPTS RECORDED	REMITTANCE REFERENCE AND OPEN BALANCE CHECK

Outstanding question or record to confirm

FREELANCE INVOICE RECEIPT REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use one row per invoice and one currency per project.

Concrete next action	Owner / due

ACTION 2 Enter the issued invoice amount and payments actually received.

Concrete next action	Owner / due

ACTION 3 Reconcile fees, credits and adjustments against source records separately.

Concrete next action	Owner / due

IMPORTANT CONTEXT

The difference is based only on your inputs and is not an accounting or tax determination. It does not send invoices, reminders or payment requests.

- [ ] Source checked
- [ ] Next action assigned