Payment record for freelance staff

Editable sample letter: replace the details with your own records before signing

Payer: [Payer Name]
Payee: [Payee Name]
Employment: none, not on the staff roll
Document: freelance payment record, not a wage slip
Invoice: INV/2026/___
Work: illustration delivered in September 2026
Basic: INR 40,000 professional fee on the basic line
HRA: INR 0 no housing wage
Other allowance: INR 0
Gross earnings: INR 40,000
PF: INR 0 not employment
ESI: INR 0 not employment
Professional tax: INR 0
TDS: INR 4,000 entered by the payer
Total deductions: INR 4,000
Net pay: INR 36,000
Employee code: none
The basic line is the fee because this layout has no separate fee column