

Free Minimal Invoice Template – Concept 02

A simple guide to open, customize, and export your invoice template in Canva

CHOOSE YOUR TEMPLATE SIZE

Use the version that matches your region, client requirements, or preferred document size. You can edit both versions in Canva.

OPEN US LETTER

<https://canva.link/61wq7y0179868xh>

OPEN A4

<https://canva.link/erdrdkp61kk4juf>

Before you start

You need a Canva account to edit the template. A free Canva account is sufficient unless you replace elements with Canva Pro content.

QUICK NOTE

This PDF is your access guide. Keep it for future reference. The Canva template links above open a copy of the design so you can edit your own version.

Open and edit in Canva

The template is designed to be easy to customize. Keep the layout clean and update only the information needed for each invoice.

1 Open your preferred size

Click the US Letter or A4 link on page 1. Canva will open the template in your browser or app.

2 Create your own copy

Choose "Use template" or the equivalent Canva option when prompted. This keeps the original template unchanged.

3 Update your business details

Replace the sample business name, contact information, logo or tagline, and payment details with your own.

4 Replace the invoice information

Update the client details, invoice number, issue date, due date, line items, quantities, rates, tax, and total.

5 Check every detail

Remove unused sample content and verify names, dates, currency, payment instructions, and calculations before exporting.

TIP

Keep a clean master copy of the template. Duplicate it for each new invoice so your original layout stays ready for future use.

Make it yours, then download

Customize carefully, then export a final invoice that stays sharp, professional, and easy for your client to read.

EDITING CHECKLIST

- ☐ Use your real business and client details
- ☐ Check invoice number and all dates
- ☐ Confirm services, quantities, and rates
- ☐ Verify subtotal, tax, discount, and total
- ☐ Add accurate payment instructions
- ☐ Remove all unused sample text

DOWNLOAD SETTINGS

PDF Print

Best for high-quality printing or when maximum PDF quality is preferred.

PDF Standard

Recommended for email, digital delivery, and smaller file sizes.

PNG

Use only when a platform or workflow specifically requires an image file.

How to download from Canva

1

Select Share, then Download

Canva interface labels may change slightly, but the download option is normally available from the Share menu.

2

Choose your file type

For most invoices, choose PDF Print for printing or PDF Standard for sending digitally.

3

Download and review

Open the exported file and check page size, text, totals, payment details, and alignment before sending it.

Use it with confidence

A few final notes about usage, template sharing, and optional HansCo Studio resources.

LICENSE NOTE

Free for your own use!

You may edit this template for invoices you create for yourself or your own business. Please do not resell, redistribute, share the editable template link or source file, claim the design as your own, or include the template itself in products for sale.

Optional resources

Explore More Design Tips

Explore practical invoice, typography, and design tips

[OPEN LINK](#)

Recommended HansCo Fonts

Browse fonts and typography resources

[OPEN LINK](#)

Need help?

Visit HansCo Studio for support and updates

[OPEN LINK](#)

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Wishing you smooth projects, clear payments, and a professional client experience.