

INVOICE

Invoice #: [0000]

Date: [MM/DD/YYYY]

[Your Name/Business]

[Address Line 1]

[Email Address]

[Phone Number]

BILL TO:

[Client Name/Company]

[Client Address]

[Client Email]

PAYMENT DETAILS:

Due Date: [MM/DD/YYYY]

Method: [PayPal/Bank/Check]

Account: [Information]

Audio/Video File Description	Duration (Mins)	Rate (Per Min)	Total
[Project Name / File Title 1]	00:00	\$0.00	\$0.00
[Project Name / File Title 2]	00:00	\$0.00	\$0.00
[Surcharge: e.g., Timecoding/Rush Fee]	-	-	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Amount Due: \$0.00

NOTES

Thank you for your business. Please include the invoice number with your payment.