

INVOICE

[Your Podcast Name]

[Address Line 1]

[City, State, Zip]

[Email / Phone]

Invoice #: [0001]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

Bill To:

[Sponsor Company Name]

[Contact Person]

[Company Address]

[City, State, Zip]

SERVICE DESCRIPTION (EPISODE # / CAMPAIGN)	TYPE (PRE/MID/POST-ROLL)	QTY	RATE	AMOUNT
[Podcast Episode Title/Number]	[e.g. Mid-Roll 60s]	[1]	[\$[0.00]]	[\$[0.00]]
[Podcast Episode Title/Number]	[e.g. Pre-Roll 30s]	[1]	[\$[0.00]]	[\$[0.00]]
[Social Media Integration / Newsletter Mention]	[Add-on]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Discount: (\$[0.00])

Total Due: \$[0.00]

Payment Instructions:

[PayPal Email / Bank Transfer Details / Mailing Address for Checks]

Notes:

Thank you for supporting [Podcast Name]. Analytics reports will be provided [Frequency/Date].