

INVOICE

[Your Name / Studio]

[Street Address]

[City, State, Zip]

[Email / Phone]

Date: [Date]
Invoice #: [000]
Due Date: [Date]

BILL TO

[Client Name]

[Company Name]

[Address]

[City, State, Zip]

PROJECT

[Project Name / Marketing Campaign]

[Brief Description of Collateral Scope]

ITEM DESCRIPTION (MARKETING COLLATERAL)	HOURS/QTY	RATE	AMOUNT
[e.g., Tri-fold Brochure Design] [Concept, layout, and print prep]	[0]	[\$[0.00]]	[\$[0.00]]
[e.g., Social Media Ad Set] [5 variations for IG/FB campaigns]	[0]	[\$[0.00]]	[\$[0.00]]

ITEM DESCRIPTION (MARKETING COLLATERAL)

HOURS/QTY RATE

AMOUNT

[e.g., Trade Show Banner]

[Large format vector illustration]

[0]

[\$[0.00]]

[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

Total: \$[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Name]**.

Direct Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]

Digital: [PayPal/Venmo/Zelle Details]

Terms: Net [30] days. Thank you for your business.