

INVOICE

[Your Name/Studio]
[Address Line 1]
[Email / Phone]

INVOICE #: [000]
DATE: [MM/DD/YYYY]
DUE DATE: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Company Name]
[Client Address]

PROJECT:

[Print Project Title]

Description	Qty/Hours	Rate	Amount
[Layout Design: Brochure/Flyer/Poster]	[0]	\$0.00	\$0.00
[Pre-press File Preparation & Delivery]	[0]	\$0.00	\$0.00
[Revision Rounds]	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

PAYMENT TERMS: [e.g. Net 30 / Bank Transfer / PayPal]

NOTES: All print deliverables are digital files unless otherwise stated. Please review proofing terms before final approval.