

# [Your Name/Agency]

[Address Line 1]

[Email / Phone]

## INVOICE

### BILLED TO:

[Client Name]

[Company Name]

[Client Address]

**Invoice #:** [0001]

**Date:** [Date]

**Due Date:** [Date]

**Project:** [Campaign/Project Name]

DESCRIPTION OF COPYWRITING SERVICES	QUANTITY/HOURS	RATE	AMOUNT
[Item Name - e.g., Sales Landing Page]	[1]	[\$[0.00]]	[\$[0.00]]
[Item Name - e.g., Ad Copy Suite]	[1]	[\$[0.00]]	[\$[0.00]]
[Item Name - e.g., Revision Rounds]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

**Total Amount Due: \$[0.00]**

---

**Payment Terms:** Net [30] days. Please make checks payable to "[Payee Name]" or via [Transfer Method Details].

**Copyright:** Full commercial usage rights and copyright transfer upon receipt of final payment as per Contract #[Number].