

INVOICE

[Journalist Name/Company]
[Email/Phone]
[Tax ID/VAT Number]

Invoice #: [000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client/Publication Name]
[Editor Name]
[Billing Address]

PROJECT REFERENCE:

[Headline or Assignment Title]
[PO Number/Project Code]

DESCRIPTION OF DELIVERABLES	QUANTITY/WORD COUNT	RATE	AMOUNT
[Feature Article/Reporting: Title]	[1,500 words]	[\$0.00]	[\$0.00]
[Photography/Multimedia Assets]	[3 images]	[\$0.00]	[\$0.00]
[Reimbursable Expenses: Travel/Transcription]	[1]	[\$0.00]	[\$0.00]
			SUBTOTAL: [\$0.00]
			TAX: [\$0.00]
			TOTAL DUE: [\$0.00]

PAYMENT INSTRUCTIONS:

[Bank Transfer: IBAN/SWIFT]

[Digital Payment: PayPal/Venmo/Zelle]

[Terms: Net 30. Please include invoice number in payment reference.]