

[AGENCY NAME]

[Street Address]
[City, State, Zip]
[Email/Website]

INVOICE

[00000]
Date: [Date]

CLIENT

[Client Contact Name]
[Company Name]
[Client Address]
[Client Email]

PROJECT DETAILS

Project: [Video Project Title]
PO Number: [00000]
Due Date: [Date]

DESCRIPTION	HOURS/QTY	RATE	TOTAL
Pre-Production Scripting, storyboarding, and location scouting.	[0]	[\$[0.00]]	[\$[0.00]]
Production / Principal Photography Full-day shoot with [Crew Size] and equipment.	[0]	[\$[0.00]]	[\$[0.00]]

DESCRIPTION

HOURS/QTY RATE

TOTAL

Post-Production

Editing, color grading, and sound design.

[0]

[\$0.00]

[\$0.00]

Motion Graphics & VFX

Animated titles and visual enhancements.

[0]

[\$0.00]

[\$0.00]

Subtotal \$[0.00]

Tax ([0]%) \$[0.00]

Total Due \$[0.00]

PAYMENT TERMS

Please make checks payable to [Agency Name] or pay via wire transfer to:
Bank: [Bank Name] | Account: [00000000] | Routing: [00000000]
Net 30. Thank you for your business.