

[Production Company Name]

[Address Line 1]

[Email / Phone]

INVOICE

Bill To:

[Client Name / Organization]

[Client Address]

[Contact Email]

Invoice #: [000]

Date: [MM/DD/YYYY]

Project: [Event Name]

Description of Services	Quantity/Hours	Rate	Amount
Pre-Production (Planning, Site Visit)			
On-site Event Filming (Lead Videographer)			
Additional Camera Operator / Assistant			
Post-Production (Editing, Color, Audio)			
Equipment Rental & Licensing Fees			

Subtotal: _____

Tax: _____

Total Due: _____

Payment Terms: [Net 30 / Upon Receipt]

Payment Method: [Bank Transfer / Check / Credit Card]

Notes: Thank you for your business.