

INVOICE

[Production Company Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [MM/DD/YYYY]
Project: [Production Title]

BILL TO:

[Client Name / Agency]
[Client Address Line 1]
[Client Address Line 2]
[Contact Email]

PROJECT DETAILS:

Production Code: [Code-00]
Shoot Dates: [Dates]
PO Number: [Reference]

| DESCRIPTION | RATE / UNIT | QTY / DAYS | AMOUNT |
|----------------------------|-------------|------------|--------|
| Pre-Production / Planning | \$0.00 | 0 | \$0.00 |
| Production Day Rate (Crew) | \$0.00 | 0 | \$0.00 |
| Equipment Rental / Kit Fee | \$0.00 | 0 | \$0.00 |

| DESCRIPTION | RATE / UNIT | QTY / DAYS | AMOUNT |
|---------------------------|-------------|------------|--------|
| Post-Production / Editing | \$0.00 | 0 | \$0.00 |
| Travel / Expenses | \$0.00 | 1 | \$0.00 |

Subtotal: \$0.00
Tax (0%): \$0.00
Total Amount: \$0.00

PAYMENT INSTRUCTIONS:

Please make checks payable to: **[Payee Name]**
Bank Transfer: [Bank Name] | Acc: [Number] | Wire/Swift: [Code]
Due Date: [Within 30 Days]