

INVOICE

[Brokerage Name]
[Agent Name]
[License Number]
[Phone/Email]

Invoice #: _____
Date: _____
Due Date: _____

Client:

[Client Name]
[Property Address]
[City, State, Zip]

Transaction Details:

Closing Date: _____
Sale Price: _____
MLS #: _____

DESCRIPTION OF SERVICES	RATE/PERCENTAGE	AMOUNT
Professional Listing & Marketing Commission	_____ %	\$ _____
Administrative/Brokerage Compliance Fee	Fixed	\$ _____
Staging & Professional Photography Services	Reimbursement	\$ _____

DESCRIPTION OF SERVICES**RATE/PERCENTAGE****AMOUNT**

Additional Marketing (Premium Listings/Print)

Itemized

\$ _____

Subtotal: \$ _____

Tax (if applicable): \$ _____

Total Due: \$ _____

Payment Instructions:

Please make checks payable to [Brokerage Name]. For wire transfers, please use the following details: [Bank Details]. Commissions are typically disbursed through escrow/title at the time of closing.

Thank you for your business.