

INVOICE

[Studio Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name / Company]
[Contact Person]
[Address]
[Tax ID if applicable]

SESSION INFO:

Location: [Studio/On-site]
Date of Shoot: [Date]
Total Subjects: [Quantity]

DESCRIPTION	QUANTITY	RATE	TOTAL
Corporate Session Fee (On-site setup/Studio)	[Qty]	[\$[0.00]]	[\$[0.00]]
Individual Headshots (Per Person)	[Qty]	[\$[0.00]]	[\$[0.00]]
High-Res Image Retouching Licensing	[Qty]	[\$[0.00]]	[\$[0.00]]

DESCRIPTION	QUANTITY	RATE	TOTAL
-------------	----------	------	-------

Travel / Equipment Expenses	[Qty]	[\$[0.00]]	[\$[0.00]]
-----------------------------	-------	------------	------------

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

Amount Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Studio Name] or pay via [Direct Deposit Info/Link].
Standard image usage rights are granted upon receipt of full payment.