

[Your Name/Studio Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

No: [0000]
Date: [Date]

Bill To:
[Client Name]
[Company Name]
[Client Address]
Project Info:
Project: [Video Title/Campaign]
PO Number: [Reference]

Service Description	Quantity (Mins/Hrs)	Rate	Amount
Subtitling / Closed Captioning - [Video Name]	[0.00]	[\$[0.00]]	[\$[0.00]]
Translation & Time-syncing - [Language]	[0.00]	[\$[0.00]]	[\$[0.00]]
Burn-in / Hardcoding Export	[0.00]	[\$[0.00]]	[\$[0.00]]

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

Total Due: \$[0.00]

Payment Information:

Bank Name: [Bank Name]

Account Number: [Account #]

SWIFT/IBAN: [Code]

Terms: Payment is due within [30] days.