

BOOKING FEE INVOICE

Invoice #: [0000]
Date: [Date]

[Production Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

CLIENT / AGENCY

[Client Name]
[Contact Name]
[Company Address]
[Tax ID/VAT]

PROJECT DETAILS

[Production Title]
Shoot Date: [Dates]
Location: [Location Name]
PO #: [Number]

DESCRIPTION OF SERVICES	RATE	QTY/DAYS	AMOUNT
Booking Fee / Production Deposit Non-refundable fee to secure dates and pre-production services.	[0.00]	1	[0.00]
Equipment Reservation Camera & Lighting package hold fee.	[0.00]	1	[0.00]
Subtotal \$[0.00]			
Tax ([0]%) \$[0.00]			
Total Due \$[0.00]			

PAYMENT INSTRUCTIONS

Wire/ACH: [Bank Name] | Acc: [Number] | Routing: [Number]

Terms: This booking fee is required to confirm the production schedule. Remaining balance due upon delivery of final masters or as per contract terms.