

[YOUR NAME / BUSINESS]

[Street Address]
[City, State, Zip]
[Phone Number]
[Email Address]

INVOICE

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

BILL TO

[Client Name]
[Client Company]
[Client Address]
[Client Email]

PROJECT DETAILS

Project Name: [Project Name]
PO Number: [PO Number]

Audio/File Name	Duration / Units	Rate per Minute	Total
[File Name/Description 1]	[00:00:00]	[\$[0.00]]	[\$[0.00]]
[File Name/Description 2]	[00:00:00]	[\$[0.00]]	[\$[0.00]]
[Additional Fees/Rush Charge]	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Total Due: \$[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to: **[Your Name]**

Electronic Transfer (PayPal/Venmo/Zelle): **[Payment Handle/Email]**

Thank you for your business!