

[Ghostwriter Name/Agency]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

[00001]

Bill To:

[Client Name]
[Client Company/Project Name]
[Client Address]

Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Description / Project Phase	Hours	Rate	Amount
[Interviewing & Research]	0.00	\$0.00	\$0.00
[Drafting: Chapters X through Y]	0.00	\$0.00	\$0.00
[Revision & Final Polish]	0.00	\$0.00	\$0.00
			Subtotal: \$0.00
			Tax / Other: \$0.00
			Total Due: \$0.00 [Currency]

Payment Instructions:

[Bank Transfer Details / PayPal / Check Mailing Address]

Thank you for the opportunity to work on your manuscript.