

[Ghostwriter Name]

[Business Address]
[Email Address]
[Phone Number]

INVOICE

NO: _____
DATE: _____

BILL TO:

[Client Name]
[Client Address]
[Project Title: Memoir]

PAYMENT TERMS:

Due Date: _____
Method: [Wire/Check/PayPal]

DESCRIPTION OF SERVICES (MILESTONES)	RATE/UNIT	QUANTITY	TOTAL
Interview Hours & Research	\$		\$
Manuscript Drafting (Chapters __ to __)	\$		\$
Structural Editing & Revisions	\$		\$

DESCRIPTION OF SERVICES (MILESTONES)	RATE/UNIT	QUANTITY	TOTAL
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Other: [Proofreading / Outlining]	\$		\$
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Subtotal: \$_____

Tax: \$_____

Balance Due: \$_____

Notes:

Work remains the intellectual property of the writer until final payment is received as per the ghostwriting agreement. Thank you for the opportunity to tell your story.