

# PURCHASE INVOICE

[Production Company Name]

[Address Line 1]

[Email / Phone]

**Invoice #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PO #:** \_\_\_\_\_

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## BILL TO

[Client Name]

[Company Name]

[Client Address]

## PROJECT DETAILS

**Project Title:** \_\_\_\_\_

**Shooting Date:** \_\_\_\_\_

**Deliverable:** \_\_\_\_\_

| Description of Services/Equipment | Quantity/Hrs | Rate | Amount |
|-----------------------------------|--------------|------|--------|
|-----------------------------------|--------------|------|--------|

Pre-Production (Scripting,  
Storyboarding)

Production Crew & Equipment Rental

Post-Production (Editing, Color, Sound)

Licensing (Music, Stock Footage)

| Description of Services/Equipment | Quantity/Hrs | Rate | Amount |
|-----------------------------------|--------------|------|--------|
|-----------------------------------|--------------|------|--------|

Miscellaneous Expenses

Subtotal: \$0.00

Tax (\_\_\_%): \$0.00

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**Total Due: \$0.00**

**PAYMENT INSTRUCTIONS**

Please make checks payable to: [Production Company Name]

Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Terms: Net [30] Days