

INVOICE

[Journalist Name]

[Address Line 1]

[Email / Phone]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

Bill To:

[Client Name / Publication]

[Editor Name]

[Address]

DESCRIPTION / ARTICLE TITLE	WORD COUNT / QTY	RATE	AMOUNT
[Article Title / Assignment Description]	[0,000]	[\$0.00]	\$0.00
[Expenses: Travel/Photography/Research] -		-	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Balance Due: \$0.00

Payment Instructions:

[Bank Name / Account Number / PayPal / Wire Details]

Please include invoice number with payment.