

# COMMISSION INVOICE

**Invoice #:** [000]  
**Date:** [Date]

**From (Agency):**

[Agency Name]  
[Address Line 1]  
[Address Line 2]  
[Email/Phone]

**Bill To (Author/Client):**

[Author Name]  
[Address Line 1]  
[Address Line 2]  
[Tax ID/SSN if applicable]

**Project/Work Title:** [Book Title or Manuscript Name]

Description of Income Source	Gross Amount	Commission %	Amount Due
[e.g., North American Rights Advance - 1st Installment]	\$0.00	0%	\$0.00
[e.g., Foreign Rights Royalty - UK/Commonwealth]	\$0.00	0%	\$0.00
[e.g., Film/TV Option Payment]	\$0.00	0%	\$0.00

Subtotal: \$0.00

Reimbursable Expenses (Postage/Legal): \$0.00

**Total Commission Due: \$0.00**

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**Payment Instructions:**

Please make checks payable to **[Agency Name]** or transfer via Wire/ACH to:

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

*Payment is due within [Number] days of receipt.*