

INVOICE

[Your Talent Name/Studio Name]

Invoice #: [000]

Date: [Date]

FROM

[Full Name]
[Address Line 1]
[Email Address]
[Phone Number]

BILL TO

[Client Name/Company]
[Project Name]
[Address Line 1]
[Contact Email]

Description of Service (Project/Script)	Rate Type	Quantity	Unit Price	Amount
[Script Name / Recording Session]	[Per Finished Min / Hourly]	[0]	[\$[0.00]]	[\$[0.00]]
Usage/Licensing Fee ([Term Length])	[Flat / Buyout]	[1]	[\$[0.00]]	[\$[0.00]]
Post-Production / Editing	[Fixed]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Name] or pay via [PayPal/Wire/Zelle] at [Account Info].
Payment is due within [30] days of invoice date.