

INVOICE

[Studio Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [Date]
Due Date: [Date]

CLIENT:

[Company Name]
[Contact Name]
[Company Address]

PROJECT:

[Event/Session Name]
Shoot Date: [Date]
Location: [On-site/Studio]

DESCRIPTION	QTY/HRS	RATE	AMOUNT
Session Fee: Corporate Headshots			
Individual Retouching (Per Image)			
Equipment & Lighting Setup Fee			
Assistant / Makeup Artist Fee			

Subtotal: \$0.00
Tax: \$0.00

Total: \$0.00

Payment Terms: [Net 30 / Upon Receipt]

Payment Methods: [Bank Transfer / Check / Credit Card]

Thank you for your business.