

[AGENCY NAME]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

[Invoice-Number]
Date: [DD/MM/YYYY]
Due: [DD/MM/YYYY]

BILL TO

[Client Company]
[Contact Name]
[Client Address]
[Client Email]

PROJECT DETAILS

Project: [Video Title/Campaign]
PO Number: [Reference No.]

Description	Qty/Hrs	Rate	Amount
Pre-Production (Scripting, Storyboarding, Scouting)	-	-	\$0.00
Production (Direction, Cinematography, Lighting)	-	-	\$0.00
Post-Production (Editing, Color Grade, Sound Mix)	-	-	\$0.00

Description	Qty/Hrs	Rate	Amount
Equipment Rental & Logistics	-	-	\$0.00
Subtotal: \$0.00			
Tax ([0] %): \$0.00			
Total Due: \$0.00			
PAYMENT INSTRUCTIONS			

Bank: [Bank Name] | Account: [Number] | Routing: [Number]
Please include invoice number in the payment reference.