

[AGENCY NAME]

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

INVOICE

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

Bill To:

[Client Name]
[Event Name/Company]
[Client Address]

Project:

[Event Date]
[Venue Name]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Principal Videography - [Event Name]	[0]	[\$[0.00]]	[\$[0.00]]
Post-Production & Editing (Highlight Reel)	[0]	[\$[0.00]]	[\$[0.00]]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Equipment Rental & Licensing	[0]	[\$[0.00]	[\$[0.00]

Subtotal: \$[0.00]
Tax: \$[0.00]
Total Amount Due: \$[0.00]

Payment Instructions: [Bank Details / Wire Info / Check Payable To]

Terms: Please remit payment within [X] days. A late fee may apply to overdue balances.