

INVOICE

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

INVOICE NUMBER #[0000]
DATE [Date]
DUE DATE [Date]

BILL TO:

[Client Name/Company]
[Client Address]
[Client Email]

PROJECT:

[Project Title/Campaign]
PO Number: [0000]

SERVICE DESCRIPTION	RATE/UNIT	QTY/HRS	AMOUNT
[e.g., Final Cut / Main Video Editing]	[\$[0.00]]	[0]	[\$[0.00]]
[e.g., Color Grading & Sound Mix]	[\$[0.00]]	[0]	[\$[0.00]]
[e.g., Motion Graphics / Titles]	[\$[0.00]]	[0]	[\$[0.00]]

SERVICE DESCRIPTION	RATE/UNIT	QTY/HRS	AMOUNT
[e.g., Stock Footage / Music Licensing]	[\$0.00]	[0]	[\$0.00]

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

Total: \$[0.00]

PAYMENT INSTRUCTIONS

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

Thank you for your business.