

INVOICE

[Editor Name/Business Name]
[Address Line 1]
[Email / Phone]

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

BILL TO:

[Client/Author Name]
[Address Line 1]
[City, State, Zip]

PROJECT REFERENCE:

Title: [Book Title]
Contract ID: [Contract Number]
Project Phase: [e.g., Developmental Edit / Proofread]

Description of Editorial Services	Quantity/Word Count	Rate	Amount
[Service Type - e.g. Copyediting]	[e.g. 50,000 words]	[\$0.00]	[\$0.00]
[Secondary Service or Consultation]	[e.g. 2 hours]	[\$0.00]	[\$0.00]

Subtotal: \$0.00
Tax/Fees: \$0.00
Deposit Paid: (\$0.00)
Total Balance Due: \$0.00

PAYMENT INSTRUCTIONS:

[Bank Transfer details / PayPal / Check instructions]

Terms: Net [30] days. Late fees may apply as per contract agreement.