

INVOICE

[Voice Actor Name]
[Email / Phone]
[Studio Address / Website]

INVOICE # [000]
DATE [Date]
DUE DATE [Date]

BILL TO: [Production Company / Studio]
[Contact Name]
[Address Line 1]
[Address Line 2]
PROJECT DETAILS: **Project:** [Animation Title / Episode]
Character: [Character Name]
PO Number: [PO-000]

DESCRIPTION	QUANTITY / HOURS	RATE	AMOUNT
Session Fee: [Role Name] - [Session Date]	[Qty]	[\$[0.00]]	[\$[0.00]]
Usage/Buyout: [e.g., Broadcast, Web, 1-Year]	[Qty]	[\$[0.00]]	[\$[0.00]]
Pick-ups / Re-records	[Qty]	[\$[0.00]]	[\$[0.00]]
Subtotal		[\$[0.00]]	
Agency Comm. (if applicable)		[\$[0.00]]	
Total Due [\$[0.00]]			

Payment Instructions:

Payable via: [Check / Wire Transfer / PayPal / Zelle]

Account Name: [Name]

Notes: [e.g., Please include invoice number on payment. Late fees of X% apply after 30 days.]