

INVOICE

[Your Name / Studio Name]
[Address Line 1]
[Email / Phone]

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

BILL TO

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

PROJECT REFERENCE

[Project Name/PO #]
[Usage: e.g., Internal Corporate / Web]
[Term: e.g., 1 Year / Perpetual]

Description of Services	Word Count/Hours	Rate	Amount
Corporate Narration: [Video Title/Module]	[0,000]	[\$0.00]	[\$0.00]
Usage/Licensing Fee: [Type]	-	[\$0.00]	[\$0.00]
Studio/Post-Production Fee	-	[\$0.00]	[\$0.00]
Subtotal: [\$0.00]			
Tax: [\$0.00]			

Total Amount: \$[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to: [Your Name]
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
PayPal: [Your Email Address]

Thank you for your business.