

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

INVOICE

[Invoice Number]
Date: [Date]

Bill To:

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

Project:

[E-Learning Module Title]
[Project ID/Purchase Order]

Description	Word Count / Units	Rate	Amount
Voiceover Recording: [Module Name]	[0,000] words	[\$[0.00]]	[\$[0.00]]
File Splitting & Naming ([00] files)	[Units]	[\$[0.00]]	[\$[0.00]]
Usage/Buy-out (Internal/E-Learning)	1	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00]			
Tax: \$[0.00]			
Grand Total: \$[0.00]			

Payment Terms: [e.g., Net 30]

Payment Methods: [Bank Transfer / PayPal / Check]

Notes: [Standard revision policy or thank you note]