

INVOICE

[Your Name/Studio Name]
[Your Address]
[Your Email]
[Your Phone Number]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

BILL TO:

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

PROJECT DETAILS:

Language: [Target Language]
Project Name: [Title/ID]
Usage: [e.g., Broadcast, Web, Internal]

DESCRIPTION	QUANTITY / DURATION	RATE	AMOUNT
Voiceover Recording - [Source Script Title]	[# of Words/Minutes]	\$0.00	\$0.00
Usage/Buyout Fee - [Duration/Territory]	[Flat Fee]	\$0.00	\$0.00

DESCRIPTION	QUANTITY / DURATION	RATE	AMOUNT
Editing & File Splitting	[# of Files]	\$0.00	\$0.00
Subtotal: \$0.00			
Tax (0%): \$0.00			

Total: \$0.00

Payment Instructions:
Please include the invoice number with your payment.
Methods accepted: [PayPal, Bank Transfer, Wire, etc.]
SWIFT/IBAN: [Details if applicable]

Thank you for your business!