

[Studio Name]

[Your Name / Talent Name]
[Street Address]
[City, State, Zip]
[Email Address] | [Phone Number]

INVOICE

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

Bill To:

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

Project:

[Project Title / Campaign Name]
[PO Number, if applicable]

Description (Project Name / Usage)	Rate / Type	Quantity	Total
[VO Recording - Script Name]	[Session Fee]	[1]	[\$0.00]
[Usage/Buyout - e.g., 12 Months Web]	[Usage Fee]	[1]	[\$0.00]
[Editing / Post-Production]	[Hourly Rate]	[Hours]	[\$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]

Digital Payment: [PayPal/Venmo/Zelle Details]

Thank you for your business!