

INVOICE

[Your Name/Studio Name]
[Street Address]
[City, State, Zip]
[Email / Phone]
[Tax ID/SSN if required]

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

BILL TO

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

PROJECT

[Project Name/Reference]
[PO Number]

Description (Project/Script Title)	Usage / Buyout	Rate	Amount
[Voiceover Session - Commercial/E-Learning/Narration]	[e.g., 1 Year Web / Full Buyout]	\$0.00	\$0.00
[Post-Production / Editing Fees]	-	\$0.00	\$0.00
[Revision Fees]	-	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			
Total Due: \$0.00 USD			

Payment Instructions:

Please make checks payable to [Your Name] or send via [PayPal/Wire/Zelle] to [Payment Address/Account Details].

Thank you for your business!