

INVOICE

[Your Name / Studio Name]
[Street Address]
[City, State, Zip Code]
[Country]
[Email / Phone]

INVOICE NUMBER [001]
DATE [Month DD, YYYY]
DUE DATE [Month DD, YYYY]

BILL TO:

[Client Name]
[Company Name]
[Client Address]
[Tax ID / VAT Number]

PROJECT DETAILS:

Project: [Project Name/Title]
PO Number: [Reference Number]
Language: [Target Language]

DESCRIPTION (SERVICE & USAGE)	QUANTITY/WORD COUNT	RATE	AMOUNT
[Basic Session Fee - Commercial/Narrative]	[1]	[0.00]	[0.00]
[Usage/Buyout - 1 Year, National TV/Web]	[1]	[0.00]	[0.00]
[Post-Production/Editing Fee]	[Hours]	[0.00]	[0.00]

Subtotal: [Currency] 0.00

Tax/VAT ([%]): 0.00

Total Amount Due: [Currency] 0.00

PAYMENT INSTRUCTIONS (INTERNATIONAL)

Bank Name: [Bank Name]
Account Holder: [Full Name]
IBAN: [IBAN Number]
SWIFT/BIC: [SWIFT Code]
PayPal/TransferWise: [Account Email]

Terms: Payment is due within [30] days. All usage rights are reserved until full payment is received.
Thank you for your business!