INVOICE

[Your Name/Studio]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice Number [#0000]
Date [Date]
Due Date [Date]

Bill To: **[Network/Agency Name]**
[Contact Name]
[Department]
[Address]
Project Details: **Project:** [Show/Campaign Title]
PO #: [Number]
Job #: [Number]

DESCRIPTION (SESSION/USAGE)	RATE CARD / TYPE	QUANTITY	AMOUNT
[Promo Title/Spot ID] Usage: [e.g., National Cable, 13 Weeks]	[Session/Buyout]	[1]	$0.00
Add-ons [e.g., Tag/Version/Social Media]	[Type]	[0]	$0.00

Subtotal: $0.00

Tax: $0.00

Total Due: $0.00

Payment Instructions & Terms:

Please make checks payable to **[Your Name]**.
Wire/ACH: [Bank Name] | Routing: [Number] | Account: [Number]
Note: Usage rights are granted only upon full payment of this invoice.