

[Voice Talent Name]

[Phone Number]
[Email Address]
[Mailing Address]

INVOICE

Invoice #: [000]
Date: [Date]

BILL TO:

[Client Name/Studio]
[Contact Person]
[Client Address]

PAYMENT TERMS:

Due Date: [Date]
Payment Method: [Transfer/PayPal/Check]

PROJECT INFO:

Game Title: [Title]
Character(s): [Character Name(s)]

Description	Rate Type	Qty/Hours	Unit Price	Total
Recording Session - [Date]	[Hourly/Flat]	[Quantity]	[\$[0.00]]	[\$[0.00]]

Description	Rate Type	Qty/Hours	Unit Price	Total
Usage/Buyout Fee (Non-Broadcast)	[Term Length]	1	[\$[0.00]]	[\$[0.00]]
Pickup Session / Retakes	[Hourly]	[Quantity]	[\$[0.00]]	[\$[0.00]]
GRAND TOTAL: \$[0.00]				

Notes: [e.g., Transfer details, Tax ID, or Late fee terms]

Thank you for the opportunity to voice your project!