

INVOICE

[Your Name / Studio Name]
[Email Address]
[Phone Number]
[Website/Portfolio]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

[Client Name / Company]
[Attention: Name]
[Address Line 1]
[City, State, Zip]

Project:

[Project Title / Campaign Name]

Description	Usage / License	Rate/Qty	Total
[Service: e.g., Commercial Voiceover Recording]	[e.g., 12 Months Regional Radio]	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Studio Fee / Editing]	N/A	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Live Directed Session]	[e.g., 1 Hour]	[\$[0.00]]	[\$[0.00]]

Total Amount Due: \$[0.00]

Payment Instructions:
Please make checks payable to [Your Name] or send via [PayPal/Wire/Zelle] to [Payment ID].

Terms:

Usage rights are granted only upon receipt of full payment. Late fees may apply after [Number] days.