

# INVOICE

[Your Name / Consultancy Name]  
[Address Line 1]  
[Email Address]

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

BILL TO:

[Client Name]  
[Company Name]  
[Address Line 1]  
[Contact Email]

PROJECT:

[Brand Voice Identity Development / Tone of Voice Guidelines]

| SERVICE DESCRIPTION                                                                            | HOURS/QTY | RATE       | AMOUNT     |
|------------------------------------------------------------------------------------------------|-----------|------------|------------|
| <b>Brand Audit &amp; Discovery</b><br>Analysis of existing messaging and competitor landscape. | [0]       | [\$[0.00]] | [\$[0.00]] |
| <b>Voice &amp; Tone Guidelines</b><br>Core personality traits, vocabulary, and grammar rules.  | [0]       | [\$[0.00]] | [\$[0.00]] |
| <b>Copywriting/Messaging Matrix</b><br>Application of voice across 3-5 marketing channels.     | [0]       | [\$[0.00]] | [\$[0.00]] |
| Subtotal: \$[0.00]                                                                             |           |            |            |

Tax: \$[0.00]  
Total: \$[0.00] USD

#### PAYMENT INSTRUCTIONS

Please make payment via [Bank Transfer/PayPal/Stripe].  
Thank you for the opportunity to help define your brand's story.