

[BUSINESS NAME]

[Address Line 1]
[City, State, Zip]
[Phone Number]
[Email/Website]

INVOICE

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

CLIENT:

[Client Name]
[Company Name]
[Client Address]
[Client Email]

EVENT DETAILS:

[Event Title]
[Event Date]
[Venue Name]
[Venue Location]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Photography Coverage (Main Event)	[0]	[\$[0.00]]	[\$[0.00]]
Post-Processing & Digital Editing	[0]	[\$[0.00]]	[\$[0.00]]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Additional Services (Second Shooter/Prints/Expedited Delivery)	[0]	[\$[0.00]	[\$[0.00]
Subtotal: \$[0.00] Tax: \$[0.00]			
Total Amount Due: \$[0.00]			

Payment Terms & Instructions:

Please include the invoice number with your payment. Payments can be made via [Check/Bank Transfer/Credit Card]. A [0]% deposit was [Required/Paid] to secure the booking.

Thank you for choosing [Business Name] to capture your event.