

FROM

Your business name
Address
Phone · email

BILL TO

Client name
Client address
Phone · email

ESTIMATE #	DATE	VALID UNTIL
EVENT / PROJECT	DATE AND LOCATION	

DESCRIPTION	QTY × RATE	AMOUNT
Session / coverage fee (hours)		
Second shooter / assistant		
Editing and delivery (images, timeline)		
Prints / album / products		
Usage / licensing (media, term)		
Travel and expenses		
Retainer received (date)		

NOTES & PAYMENT TERMS

This estimate is valid for 30 days. Final invoice may vary if the scope changes; any change will be approved in writing before work continues. Deposit of 30% due on acceptance.

Subtotal

Tax

ESTIMATED TOTAL