

INVOICE

Artist invoice template
avoinvoice.com

FROM

Your business name _____
Address _____
Phone · email _____

BILL TO

Client name _____
Client address _____
Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
COMMISSION / AGREEMENT REF.	SHIP TO	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Work: title, medium, size, year (edition # for prints)		
Commission stage: deposit / sketch approval / completion		
Usage rights or license (scope, term, territory)		
Framing / mounting		
Crating, shipping, insurance		
Sales tax (rate %)		

NOTES & PAYMENT TERMS
Balance due before shipping or delivery. Deposit credited above and non-refundable once the sketch is approved. Copyright in the work remains with the artist; reproduction rights are only as stated on this invoice. Please keep this invoice as the certificate of sale.

Subtotal
Tax
TOTAL DUE