

INVOICE

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
PROJECT / PROPOSAL REF.	FILES DELIVERED	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Deliverable: logo / brand guide / print piece (concepts, rounds included)		
Deliverable		
Additional revision round (× rate)		
Usage rights: full transfer on payment / license scope and term		
Pass-through: stock, font license, printing (at cost)		
Deposit received (negative)		

NOTES & PAYMENT TERMS
Balance due within 15 days; final files (vector, PDF, PNG) are delivered on receipt of payment, at which point rights transfer as stated above. Deposit credited above and non-refundable once concepts are presented. Additional revision rounds and new deliverables are quoted separately.

Subtotal

Tax

TOTAL DUE _____