

INVOICE

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
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

Balance due 7 days before the event date (weddings) or on delivery (sessions)
Images delivered after payment. Usage as stated above.

Subtotal

Tax

TOTAL DUE