[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

INVOICE

Invoice no. **INV-0001**

BILL TO

[Client name]
[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Session fee [Session type and date]	1	$0.00	$0.00
Editing and delivery of images	1	$0.00	$0.00
Prints or albums	1	$0.00	$0.00
Usage licence [Media, territory and term — e.g. web, 1 year]	1	$0.00	$0.00
Travel or production expenses	1	$0.00	$0.00

Subtotal	$0.00
Total (USD)	**$0.00**
Balance due (USD)	**$0.00**

PAYMENT DETAILS

[How to pay: bank, PayPal, or other details]

NOTES

Usage is limited to what is written on the licence line. Enter any booking fee already paid in Amount already paid.

TERMS

Payment is due within 14 days of the invoice date. Images are licensed only for the use described above.