

INVOICE

Shoot time, editing, delivery and the usage licence, all on one invoice.

Invoice number

Issue date

Due date

Shoot date

Location

Usage licence granted

FROM

Business name

Address

City, state, ZIP

Phone

Email

Tax ID / VAT number

BILL TO

Client name

Address

City, state, ZIP

Email

Description	Hours / units	Rate	Amount
Shoot fee (hours on location or in studio)			
Second shooter or assistant			
Editing and retouching			
Additional edited images beyond the agreed set			
Prints, album or framing			
Studio, location or permit fee			
Travel and mileage			
Usage licence (state the term and the media)			

Subtotal

Discount

Tax

TOTAL DUE

HOW TO PAY

Bank name and account holder

Account number / IBAN

Routing number / sort code / BIC

Or pay online at

Notes
Images are delivered once the invoice is paid in full. The usage licence above sets what the images may be used for.

Payment terms
Payment is due by the due date shown above. The booking deposit is non refundable and is deducted from this total.