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INVOICE

From (Contractor):

[Your full name or business name]

[Street address]

[City, state, ZIP]

[Email] | [Phone]

Bill to (Client):

[Client's legal business name]

Attn: [billing contact name]

[Street address]

[City, state, ZIP]

[Email]

Invoice details	
Invoice number	[e.g. 2026-014]
Invoice date	[date]
Service period	[start date] to [end date]
Due date	[date]
Client PO or reference	[PO number, or "Agreement dated date"]
Payment terms	[e.g. Net 15]

1. Services

Date	Description of work	Hours or qty	Rate	Amount
[date]	[e.g. Rough cut edit, episode 3]	[6.5]	[\$75.00 / hr]	[\$487.50]
[date]	[description]	[hours or qty]	[\$ rate]	[\$ amount]
[date]	[description]	[hours or qty]	[\$ rate]	[\$ amount]
[date]	[flat-fee item, e.g. Logo package, as quoted]	[1]	[\$ fixed fee]	[\$ amount]
			Services subtotal	[\$ amount]

2. Reimbursable expenses

Only expenses allowed under our agreement. Receipts attached.

Date	Expense	Amount
[date]	[e.g. Stock music licence, approved by email on date]	[\$ amount]
[date]	[expense]	[\$ amount]
	Expenses subtotal	[\$ amount]

3. Total

Services subtotal	[\$ amount]
Expenses subtotal	[\$ amount]
Discount (if any)	[-\$ amount]
Sales tax (only if required: [rate]%)	[\$ amount]
Total this invoice	[\$ amount]
Less amount already paid or deposit	[-\$ amount]
Balance due by [due date]	[\$ amount]

4. How to pay

- ☐ Bank transfer (ACH): [bank name], account name [name], routing and account details provided separately on request.
- ☐ Check payable to: [name], mailed to [address].
- ☐ Online payment link: [link].
- ☐ Other: [describe].

Please include the invoice number with your payment.

5. Terms

Payment is due by the due date above, under our [independent contractor agreement / retainer agreement / accepted quote] dated [date]. [If your agreement provides a late fee, restate it here exactly as agreed, e.g. "Late payments incur the fee set out in section X of our agreement." Otherwise delete this sentence.]

Questions about this invoice? Contact [name] at [email or phone] within [number] days of the invoice date.

Notes: [anything else, e.g. "Thank you for your business" or "Hours log attached."]

6. Client approval (optional)

Use this section if the client confirms hours or deliverables before payment. The approver confirms that the services and hours listed above were received as described.

Approved by (client representative): _____

Approver's name and title: [full name, title]

Approval date: [date]

Signatures

Contractor

Signature: _____

Name: [full name]

Date: [date]