

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[FAA Part 107 certificate, if you fly a drone] · [EIN, for business clients]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Shoot [date · venue]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

PROJECT

[What was filmed — hours, crew]

Delivery: [each film and its date] · [gallery / download / drive]

[Anything shipping, and when]

DESCRIPTION	QTY	RATE	AMOUNT
Coverage — [n] hours, [n] filmmakers [Start – finish]			
Editing — [film], [length] [Grade, audio, revisions included]			
Editing — [second film], [length]			
Drone footage — [where] [Part 107 pilot; flight time]			
Music — licensed track [Library; receipt attached]			
Keepsake drive / raw footage / travel at cost [Goods taxable in most states]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Balance due within [14] days. How to pay.]

DELIVERY

[Each film, its date and where it arrives.]

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