

Name

Contact info (address, email, phone, etc.)

*Note: the above should be in a nicely designed letterhead.

Invoice # 00001

5/15/14

Client:

Art director's name

Company name/contact info

Description:

A description of the work done.

EIN# XXX-XXX-XXXX

TOTAL DUE: \$XXX

Payment due within 30 days.

Late payments will be billed a penalty of 1.5%.