

Sample invoice for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | Your business address

INVOICE

Invoice #: 2026-118
Invoice date: July 23, 2026
Due date: August 6, 2026
Service date: July 18, 2026

BILL TO

Sample Client

sample@example.com | (555) 987-6543
Sample client billing address

Description	Qty	Rate	Total
Creative fee, half-day session	5	\$175.00	\$875.00
Assistant and second shooter	5	\$85.00	\$425.00
Lighting and grip rental	1	\$150.00	\$150.00
Travel and parking	1	\$95.00	\$95.00
Post-production and retouching	30	\$18.00	\$540.00
Usage license, web and social, US, 24 months	1	\$600.00	\$600.00
Rush delivery, 72-hour turnaround	1	\$120.00	\$120.00
Printed brand book, 25 copies	25	\$14.00	\$350.00
Less: booking retainer received	1	-\$800.00	-\$800.00
Subtotal			\$2,355.00
Tax			\$24.50
Total			\$2,379.50

PAYMENT TERMS

Balance due within 14 days of delivery. Payable by bank transfer, Zelle, or check. Files are released on final payment.

NOTES

Est. #EST-2026-118 approved 2026-07-02. Extra session hour and rush delivery approved on site 2026-07-18. Usage rights granted: non-exclusive right to use the delivered images in United States web and social media for 24 months from the delivery date. Excludes print advertising, out-of-home, product packaging, and resale or sublicensing. Photographer retains copyright. Describe the exact rights on every invoice, not just a line labeled licensing.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[service address]

Thank you for your business.