office printable .com

INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	SESSION DATE	SESSION TYPE	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

PHOTOGRAPHER

Business

Address

Phone / email

Tax ID / EIN

Session and digital files

Description	Qty	Price	Amount

Session subtotal	

Prints and products

Product	Image no(s).	Size / finish	Qty	Price	Amount

Products subtotal	
Less session / print credit	
Shipping	
Sales tax on products (%)	
Tax	
Amount due	

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Delivery

Print orders go to the lab on payment; turnaround is 2 to 3 weeks. Thank you!