

October 5, 2005

Accounts Payable
Ad Agency for Client
123 Street St.
Agencytown, ST 98765

Invoice#: 2051001

Terms: Net due in 30 days. 2% per month thereafter.

Description: Give as much information here as you can. Describe the shot, the background, the format you are using to capture the image and the final form of delivery. Include additional services you will require or provide. The more detail here, the less room for misunderstanding later.

Rights: For one time use as a brochure cover with a print run of 10,000. Other uses to be negotiated. Anything can be specified here as long as buyer and seller will agree on it.

Copyright: Retained by photographer.

Charges:	Photography	\$4800.00
	Film & Processing	\$61.00
	Props & Backgrounds	\$122.00
	Model Fees	\$183.31
	Additional Production	\$803.98
	Custom Lab & Prints	\$43.92
	Scan and Retouch	\$800.00

	Total	\$6814.20
	NYS Sales Tax	\$545.14

	Amount Due	\$7359.34

Sales Tax Note: If tax exempt, please send the appropriate exemption certificates.