WRITING INVOICE

WRITER

Name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Assignment no. _____

BILL TO (CLIENT)

Publication _____ Editor _____

Email _____

ASSIGNMENT

Assignment _____

Delivered _____

Rights _____

WRITING

Item	Details	Qty	Unit	Rate	Amount

Writing subtotal

EDITS AND REVISIONS

Item	Details	Qty	Unit	Rate	Amount

Revisions subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Sales tax, if applicable (_____%)

Amount due

ASSIGNMENT NOTES

_____

_____

Please quote the invoice number with your payment.