
10. Invoice

[client ltd]	Date
[attn]	Commissioned by
[address]	Client's P.O. #
[tel, email & fax]	Invoice #

Services provided	1.	\$
	2.	
	3.	
		Total fees \$

Itemized expenses	Printing	\$
	Illustration/photography	
	Client's alterations	
	Development	
	Transportation & travels	
	Proofing & copies	
	Couriers/shipping	
	Insurance	
	Other expenses	
	Total expenses \$	
	Sub-total \$	
	[tax] \$	
	Total \$	

Terms

Past due accounts are subject to a late payment charge.

[designer inc] reserves the right to withhold shipments to customers that do not meet these terms.

Please make cheque payable to: [designer inc].

If paying by Interac transfer or PayPal, please transfer to [designer inc. email].

Use the invoice # as the security answer.

For account inquiries, please call [tel #]

HST Business [#]
