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## 10. Invoice

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

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<b>Services provided</b>	1.		\$	
	2.			
	3.			
		<b>Total fees</b>		\$

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<b>Itemized expenses</b>	Printing		\$	
	Illustration/photography			
	Client's alterations			
	Development			
	Transportation & travels			
	Proofing & copies			
	Couriers/shipping			
	Insurance			
	Other expenses			
		<b>Total expenses</b>		\$

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		<b>Sub-total</b>		\$
		[tax]		\$
		<b>Total</b>		\$

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### 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 [# ]

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