

Your logo and contact details.

Karl Taylor Photography

Learn Faster. Learn Better.

Unit 11, Les Caches Business Park
St Martins, Guernsey, GY4 6PH

T: +44 (0) 1481 233222

W: KarlTaylorPhotography.com

E: contact@KarlTaylorPhotography.com

INVOICE

Invoice number and Reference vital for tracking purposes. Reference could be a purchase order supplied by the client.

Client address

Deliver To:
Acme Trading Inc.
1938 Sullivan Ln
Metropolis
USA

Invoice Date: dd/mm/yyyy

Invoice No.: inv-002564

Reference : PO4857538

Description	Qty.	Unit Price (£)	Disc. %	Total (£)
Full Day of Photography - dd/mm/yyyy	1	2,000.00		2,000.00
Digital Image Files - A4 300dpi included in day rate	10	100.00	100	0.00
Digital Image Files - Extra A2 300dpi image files supplied	2	20.00		40.00
High End Retouching - as dicussed via email	2	125.00		250.00
Model Fees	1	500.00		500.00
Make -Up Artist	1	200.00		200.00
Props - Sourcing and supply of chair and table	1	125.00		125.00
Small Set Build	4	60.00		240.00
Travel Time (charged at £1,000 per 24 hours = £41 p/h)	6	41.00		246.00
Subtotal (£) :				3,601.00
Tax (£) :				720.20
Total (£) :				4,321.20

Itemise every item possible to ensure your clients fully understand the total value of the project.

Due Date: dd/mm/yyyy

Please make cheques payable to Karl Taylor Photography.

If paying by Bacs:
Bank: Mickey Mouse Bank
Sort Code: 12-34-56
Account Number: 12345678
IBAN Number: GB12 MICK 1234 5612 3456 78

Bank details for direct transfers

Due date and penalty notice to ensure prompt payment.

PLEASE QUOTE YOUR INVOICE NUMBER ON ALL PAYMENTS.
5% interest accumulative is charged on all overdue accounts.

PAYMENT ADVICE

To: Karl Taylor Photography
Unit 11
Les Caches Business Park
St. Martins
Guernsey
GY4 6PH

Optional tear of payment advice for when receiving cheques as payment.

Customer: Acme Trading Inc.
Invoice No.: inv-002564

Amount Due: £4,321.20
Due Date: dd/mm/yyyy

Amount Enclosed

Enter the amount you are paying above