

13 // INVOICE

[CLIENT LTD]  
[ATTN]  
[ADDRESS]  
[TEL, EMAIL & FAX]

Date // \_\_\_\_\_  
Commissioned by // \_\_\_\_\_  
Client's P.O. No. // \_\_\_\_\_  
Invoice No. // \_\_\_\_\_  
Re// \_\_\_\_\_

Assignment description //

122

Fee payment schedule // \$ \_\_\_\_\_

Itemized expenses //

Printing	\$ _____		
Illustration/photography	\$ _____		
Client's alterations	\$ _____		
Models & props	\$ _____		
Toll telephones	\$ _____		
Materials & supplies	\$ _____		
Transportation & travel	\$ _____		
Proofing & copies	\$ _____		
Couriers/shipping & insurance	\$ _____		
Mechanicals	\$ _____		
Other expenses	\$ _____		
<b>Total expenses</b>	<b>\$ _____</b>	<b>\$</b>	
		<b>\$</b>	<b>Total</b>
		\$	[ tax 1 - GST ]
		\$	[ tax 2 - PST ]
		<b>\$</b>	<b>Total</b>

**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]  
FOR ACCOUNT INQUIRIES, PLEASE CALL [DESIGNER INC TEL. NO.]  
GST BUSINESS NO. \_\_\_\_\_