

YOUR NAME, Writer
Corporate & Marketing Communications

Street Address
City, State Zip
(000) 000-0000
FAX (000) 000-0000

DATE:

INVOICE

CLIENT: Mr. John Q. Client
The American Corporation
123 Main St.
New York, NY 10000

For Professional Writing:

Writing of three stories for Sept./Oct. issue
of *Customer* magazine:

900-word story on sales techniques\$900.00
900-word story on trade fairs\$900.00
250-word customer editorial\$250.00

RESEARCH:

Telephone interviews with 10 story contacts;
gaining approvals; implementing revisions
(13 hours at \$50/hour)650.00

EXPENSES:

Long distance calls to story contacts;
fax transmission of manuscripts72.50

TOTAL DUE\$2772.50

AMOUNT DUE: \$2772.50 TERMS: PAYABLE ON RECEIPT

USAGE: All writing is for usage in TAC's *Customer* magazine.

PORTFOLIO SAMPLES: Please send two portfolio copies of the
published material to the address below.

PLEASE REMIT PAYMENT TO: **YOUR NAME**

Street Address

City, State Zip

SOCIAL SECURITY NO.: **000-00-0000**

Thank you.