

**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.