

Photography Invoice Template

Commercial Photography Assignment

Photographer

[Your Name]
[Business Name]
[Email Address]
[Phone Number]

Client

[Client Name]
[Business Name]
[Client Address]
[Client Email]

Invoice Information

Invoice Number: [001 or project number]
Invoice Date: [Date]
Project: [Example: Menu Photography]

Description of Services

Service	Description	Amount
Photography Assignment	Photography of five menu items for marketing and social media	\$750
Editing & Processing	Color correction and final image preparation	Included
Equipment & Lighting	Studio lighting and camera equipment	Included

Total Amount Due

\$750

(Remember the tax man for final invoice number.)

Payment Terms

Payment is due within **7 days of invoice date** unless otherwise agreed.

Accepted payment methods:

- Bank transfer
- Check
- Online payment (PayPal, Stripe, etc.)

Payment details:

[Insert payment instructions here]

Image Delivery

Final images have been delivered via digital download.

Please confirm receipt of files.

Thank You

Thank you for the opportunity to work together. If you need additional photography in the future, I would be happy to help.

[Your Name]

Teaching Notes for Students

You can add a short explanation under the template.

Why Invoices Matter

Invoices do three important things:

1. They clearly state what the client is paying for
2. They establish a professional process
3. They protect the photographer if payment issues arise

Even small assignments should have an invoice.

Pro Tip: Number Your Invoices

Start with something simple like:

001

002

003

This helps you track projects and payments as your business grows.

Another Pro Tip

Send the invoice **at the same time you deliver the images.**

Example message:

“Here are the final images from the shoot. I’ve also attached the invoice for the project. Let me know if you need anything else.”

That keeps everything clean and professional.