SUUBI MEDIA

FREE TEMPLATE · NO EMAIL REQUIRED

# Invoice.

A blank invoice you can print and fill by hand, or rebuild in any tool in ten minutes. Plus the four lines that decide whether it gets paid on time.

An invoice is not a receipt. A receipt records what happened. An invoice is an instruction, and a vague instruction gets ignored for a month.

## The eight things every invoice must carry

1. **The word INVOICE**, large, at the top. Accounts payable departments sort by that word.
2. **An invoice number** that never repeats. 2026-014 is enough, and it makes April survivable.
3. **Your legal or business name, address and EIN or SSN.** A business paying you over $600 in a year needs it for a 1099 regardless.
4. **The client's legal entity name**, not the person who hired you, plus a billing contact and email.
5. **Line items that describe deliverables**, not moods. "Event coverage, 4 hours on site" beats "photography services".
6. **A due date, as an actual date.** "Net 15" is jargon that lets a slow payer pretend. "Due September 18, 2026" is not.
7. **Exactly how to pay you**, every handle spelled out. Each extra step between reading and paying costs days.
8. **The late fee**, if you charge one, stated in the same size type as everything else.

### THE FOUR LINES THAT ACTUALLY MOVE MONEY

- **Amount due, one number, biggest type on the page.** Nobody should have to add anything up.
- **The due date, written in words.** Ambiguity is a payment delay with a friendly face.
- **Deposit already paid, shown and subtracted.** It proves the math and reminds them you are already underway.

## Rules that keep invoices from going stale

- **Send it the same day you deliver.** An invoice sent a week later reads as an afterthought and gets treated like one.
- **Deposit before the date, balance on or before delivery.** Fifty-fifty is the default for a reason. If a client will not pay a deposit, they are not a client yet.
- **Never let final files leave before the balance clears** unless you decided to, on purpose.
- **Follow up on day one past due**, not day thirty. One short, friendly, factual line. Most late payments are inbox failures, not refusals.

**On tax:** set aside 25 to 30 percent of everything that lands, in a separate account, the day it lands. Confirm the number with an accountant. It is the habit that separates a business from a scare.

SUUBI
MEDIA

[YOUR BUSINESS NAME]
[ADDRESS]
[CITY, STATE ZIP]
[EMAIL] · [PHONE]
EIN / SSN: [_______]

# INVOICE.

NO. [ 2026 – ___ ]

Issued ____________________

Due ____________________

## BILL TO

Client legal entity name

Billing contact

Email

Address

## PROJECT

Project or event name

Date(s) of service

Location

Contract or PO reference

## LINE ITEMS

| DESCRIPTION OF DELIVERABLE | QTY | RATE | AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | **Subtotal** | |
| | | **Deposit already paid** | – |
| **AMOUNT DUE** | | | **$** |

## HOW TO PAY

Zelle ____________________
Venmo ____________________
Bank transfer ____________________
Card — link sent on request, [N]% processing fee applies

## TERMS

Payment due by the date above. Invoices unpaid [15] days past due accrue [___]% per month where lawful.

Final files and gallery access are released once the balance clears.

No sales tax included or added.