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BILLING SHEET

Invoice No.

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Date

CLIENT / AGENCY

Agency / Client

Address

Contact

Brand / Product

PRODUCTION DETAILS

Project Title

Job Number

P.O. Number

Director

Producer

Shoot Date(s)

Location(s)

A.0 Pre-Production & Creative Development

A.1

A.2

B.0 Production Shoot Expenses (Crew, Gear, Talent)

B.1

B.2

B.3

C.0 Post-Production (Edit, Color, Sound, Delivery)

C.1

C.2

D.0 Other Fees / Licensing / Insurance

D.1

PAYMENT INSTRUCTIONS / WIRE DETAILS

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Production Subtotal

**Production Fee /
Markup**

Sales Tax

Total Amount Due

PREPARED BY (PRODUCTION REPRESENTATIVE)

APPROVED BY (CLIENT REPRESENTATIVE / AGENCY)