

INVOICE

Photography invoice template

Invoice number

Invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

PHOTOGRAPHY DETAILS

Shoot fee, with day or half-day rate

Usage licence as its own line

Licence scope in words

Post-production or retouching

Expenses, itemised

Number of images delivered and format

Copyright retention statement

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Subtotal£

Total due£

HOW TO PAY

Bank name

Sort code

Payment reference — use the invoice number

Account name

Account number

Payment terms — e.g. 14 days from invoice date

Before you send it: what a photography invoice must show

- ☐ **Shoot fee, with day or half-day rate**
Your time on the day, stated as a rate and a quantity.
- ☐ **Usage licence as its own line**
Even if it is zero for this job, naming the line establishes that it exists.
- ☐ **Licence scope in words**
Media, territory and duration. "UK web and social, two years" is a licence. "For marketing" is not.
- ☐ **Post-production or retouching**
Editing time is separate from shoot time and is where scope quietly grows.
- ☐ **Expenses, itemised**
Travel, assistants, studio hire, props. Show them rather than absorbing them.
- ☐ **Number of images delivered and format**
What the client receives, so "can we have the rest?" has an answer.
- ☐ **Copyright retention statement**
A line confirming copyright stays with you unless separately assigned.

Where this one goes wrong

- ☐ **One combined creative fee**
It reads as an outright buyout to the client. Extending or re-licensing later becomes an argument rather than an invoice.
- ☐ **No territory or duration on the licence**
An unbounded licence is effectively a buyout at a shoot-fee price.
- ☐ **Expenses absorbed silently**
Travel and studio hire folded into the fee makes your day rate look higher than it is, which costs you on the next quote.