

WORKING MUSICIANS ALLIANCE

Performance Invoice Template

PERFORMANCE INVOICE

Invoice Number:

Invoice Date:

Payment Due Date:

ARTIST / BUSINESS INFORMATION

Artist / Band / Business Name:

Contact Name:

Phone Number:

Email Address:

Website / Social Media:

Mailing Address:

CLIENT / VENUE INFORMATION

Venue / Client Name:

Contact Person:

Phone Number:

Email Address:

Venue / Business Address:

EVENT INFORMATION

Event Name:

Performance Date:

Performance Location:

Performance Time:

Performance Description:

PERFORMANCE COMPENSATION

| Description | Amount |
|-----------------------|---------------|
| Performance Guarantee | \$ _____ — |
| Deposit Received | \$ _____ — |
| Additional Fees | \$ _____ — |
| Travel Compensation | \$ _____ — |
| Merchandise Buyout | \$ _____ — |
| Other Charges | \$ _____ — |

PAYMENT SUMMARY

Total Performance Amount:

\$ _____

Deposit / Payments Already Received:

\$ _____

Remaining Balance Due:

\$ _____

PAYMENT METHOD

Accepted Payment Methods:

Cash

- Check
- Bank Transfer
- PayPal
- Venmo
- Zelle
- Other:

Payment Instructions:

ADDITIONAL NOTES

TERMS & PAYMENT NOTES

Payment Terms:

Late Payment Notes:

Cancellation Terms:

Additional Operational Notes:

AUTHORIZED BY

ARTIST / BUSINESS REPRESENTATIVE

Printed Name:

Signature:

Date:

CLIENT / VENUE REPRESENTATIVE

Printed Name:

Signature:

Date:

FINAL NOTE

This invoice template is intended to help artists, performers, and entertainment professionals organize performance-related payment requests clearly and professionally.

Maintaining organized payment records may help reduce misunderstandings, improve communication, and support stronger long-term professional relationships throughout live entertainment environments.