Invoice #[000000]

Invoice date: [Month, Day, Year]  
Due Date: [Month, Day, Year]

|  |  |
| --- | --- |
| From | Bill to |
| [Artist/Company name] | [Client name] |
| [Address, City, ZIP, State/Province, Country] | [Address, City, ZIP, State/Province, Country] |
| [Tax ID/EORI/UTR/VAT code] \* | [Tax ID/EORI/UTR/VAT code] \* |
| [Phone number] | [Phone number] |
| [Email address] | [Email address] |
| [Website] | [Website] |
| *Hereinafter referred to as the Artist* | *Hereinafter referred to as the Collector* |

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Price** |
|  | Artist: *…*  Title: *…*  Year: *…*  Medium/surface: *…*  Dimensions: *…*  Unique/edition: *…* | [$/€/£00,000] |
| Door-to-door shipping | Transport company: … Contact person: … Shipping address: … Phone: …  Email address: …  Tracking code: … \* | [$/€/£00,000] |
| Discount \* | Collector’s discount % \* | – [$/€/£00,000] |
|  | Tax (%) \*  Total  Paid  **Amount Due** | [$/€/£00,000]  [$/€/£00,000]  [$/€/£00,000]  **[$/€/£00,000]** |

**Payment instructions**

Please complete payment via bank transfer or PayPal within 15 days using the details mentioned below. Use the invoice number as your reference/message when completing payment. The addendum provides more information about the terms of sale. Thank you for your purchase and support. Should you have any questions regarding this invoice or the accompanying terms of sale, please contact us using the contact details of the artist mentioned at the top of the invoice.

*PayPal account*

Email address: [insert email address connected to your PayPal account]

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*Bank details*

Name: [name and surname]

IBAN: [bank account]  
SWIFT-code: [insert SWIFT-code]

Address: [Address, City, ZIP, State/Province, Country]

Bank name: [insert bank name]

Bank address: [Address, City, ZIP, State/Province, Country]  
Bank SWIFT-code: [insert bank SWIFT-code]

**Terms of Sale**

This Terms of Sale Addendum (“Terms”) is an integral part of the Invoice (“Invoice) to which it is attached and governs the sale of the Artwork (“Artwork) by the creator (“Artist”) to the purchaser (“Collector”).

1. *Ownership & Copyright: The Collector acknowledges that the Artist retains all copyright and ownership rights to the Artwork, notwithstanding the physical ownership of the Artwork passing to the Collector. The Collector has the right to display the Artwork but may not reproduce, change, or create derivative works without prior written permission of the Artist.*
2. *Care & Preservation: The collector agrees to exercise all necessary care to preserve the condition of the Artwork.*
3. *Display & Loan:**The collector may display the Artwork in residential or office spaces but agrees not to loan, exhibit, or otherwise allow it to be displayed in public or commercial settings without the prior written consent of the Artist to ensure the artistic integrity and genuine intent of the Artist and avoid misuse, false contexts, and inaccurate descriptions. Any requests for public exhibition or loan of the Artwork shall be directed to the Artist and may require a separate agreement.*
4. *Resale & Transfer: Should the Collector wish to sell or otherwise transfer the Artwork; they agree to notify the Artist in writing before the sale or transfer. For archival purposes that aim to ensure the artist's legacy, the Collector is obliged to transparently share the details of the resale or transfer and the details of the new owner.*
5. *Damage or Loss: The collector shall notify the Artist immediately of any damage or loss to the Artwork. The Artist is not responsible for any damage or loss occurring after the transfer of ownership.*
6. *Payment Terms: Payment for the Artwork is due within fifteen (15) days from the date of the Invoice. If payment is not received by the Artist within this timeframe, an additional late payment fee of five percent (5%) of the total purchase price will be added for each day the payment remains overdue.*
7. *Shipping Conditions: The Artwork will not be shipped or released to the Collector until full payment, including any applicable late payment fees, has been received by the Artist. All shipping arrangements must be approved by the Artist, and the Collector is responsible for all shipping costs, including insurance during shipping. The Artist will ensure that the Artwork is packed securely for shipping.*
8. *Import Costs: Any import duties, taxes, and related charges incurred during the shipping of the Artwork are the sole responsibility of the Collector. The Collector agrees to comply with all applicable customs regulations and to bear any additional costs associated with the importation of the Artwork into the Collector’s country.*

By purchasing the Artwork, the Collector agrees to be bound by these Terms.