

## Acme Studio

BRAND &amp; EDITORIAL DESIGN · BROOKLYN, NEW YORK

|                                 |                              |                        |                                  |
|---------------------------------|------------------------------|------------------------|----------------------------------|
| ISSUED<br><b>April 14, 2025</b> | DUE<br><b>April 28, 2025</b> | TERMS<br><b>Net 14</b> | BALANCE DUE<br><b>\$8,528.00</b> |
|---------------------------------|------------------------------|------------------------|----------------------------------|

|                                                                                                                                                           |                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BILLED TO</b><br><b>Elena Marsh</b><br>PUBLISHER · FIELDNOTES<br>1119 W Fulton Market, Chicago, IL 60607<br>elena@fieldnotes.press · +1 (312) 555-0198 | <b>FROM</b><br><b>Acme Studio</b><br>DANA WHITFIELD · STUDIO DIRECTOR<br>48 Mercer Street, Brooklyn, NY 11201<br>hello@acmestudio.co · +1 (718) 555-0164 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

| DESCRIPTION                                                                                | QTY | RATE     | AMOUNT            |
|--------------------------------------------------------------------------------------------|-----|----------|-------------------|
| <b>Editorial design — Issue 07</b><br>96-page layout, cover, three section openers         | 1   | 6,200.00 | <b>\$6,200.00</b> |
| <b>Cover art direction</b><br>Two routes developed, one attended shoot day                 | 1   | 1,450.00 | <b>\$1,450.00</b> |
| <b>Typesetting and image preparation</b><br>Per page — CMYK profiling for Brightline Press | 96  | 18.00    | <b>\$1,728.00</b> |
| <b>Illustration commissioning</b><br>Three commissions briefed, art-directed and licensed  | 3   | 650.00   | <b>\$1,950.00</b> |
| <b>Subscriber insert and order card</b><br>Two-sided, four colour, press-ready artwork     | 1   | 480.00   | <b>\$480.00</b>   |
| <b>Press check</b><br>Brightline Press, Rockford — one attended day                        | 1   | 720.00   | <b>\$720.00</b>   |

## SETTLEMENT

The retainer received on **March 6** has been applied in full against the fees above. Design services are not subject to Illinois sales tax, so none is charged. Printing and freight are contracted directly between Fieldnotes and Brightline Press and are **not billed here**.

|                                            |             |
|--------------------------------------------|-------------|
| Subtotal — 6 items                         | \$12,528.00 |
| Retainer applied<br>RECEIVED MARCH 6, 2025 | -\$4,000.00 |

**BALANCE DUE** **\$8,528.00**

Payable by April 28, 2025 · USD

## PAYMENT INSTRUCTIONS

|                                 |                                 |                             |                                  |
|---------------------------------|---------------------------------|-----------------------------|----------------------------------|
| BANK<br><b>Chase Bank, N.A.</b> | ACH ROUTING<br><b>021000021</b> | ACCOUNT<br><b>789456123</b> | REFERENCE<br><b>INV-2025-068</b> |
|---------------------------------|---------------------------------|-----------------------------|----------------------------------|

Remit within **14 days**; overdue balances accrue **1.5%** per month from April 29. Wires to SWIFT **CHASUS33**; card payment at **pay.acmestudio.co/068**, 2.9% fee. Please quote the reference above.

## WHAT HAPPENS NEXT

Press-ready files for Issue 07 went to Brightline Press on April 11. Plates are cut on receipt of payment; the May 2 press date is held for ten days from the date above. Working files and the InDesign library transfer to Fieldnotes once the balance clears.

**Dana Whitfield**

STUDIO DIRECTOR · ACME STUDIO