

Acme Studio

BRAND & EDITORIAL DESIGN · BROOKLYN, NEW YORK

ISSUED April 14, 2025	DUE April 28, 2025	TERMS Net 14	BALANCE DUE \$8,528.00
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BILLED TO Elena Marsh PUBLISHER · FIELDNOTES 1119 W Fulton Market, Chicago, IL 60607 elena@fieldnotes.press · +1 (312) 555-0198	FROM Acme Studio DANA WHITFIELD · STUDIO DIRECTOR 48 Mercer Street, Brooklyn, NY 11201 hello@acmestudio.co · +1 (718) 555-0164
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DESCRIPTION	QTY	RATE	AMOUNT
Editorial design — Issue 07 96-page layout, cover, three section openers	1	6,200.00	\$6,200.00
Cover art direction Two routes developed, one attended shoot day	1	1,450.00	\$1,450.00
Typesetting and image preparation Per page — CMYK profiling for Brightline Press	96	18.00	\$1,728.00
Illustration commissioning Three commissions briefed, art-directed and licensed	3	650.00	\$1,950.00
Subscriber insert and order card Two-sided, four colour, press-ready artwork	1	480.00	\$480.00
Press check Brightline Press, Rockford — one attended day	1	720.00	\$720.00

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 RECEIVED MARCH 6, 2025	-\$4,000.00

BALANCE DUE **\$8,528.00**

Payable by April 28, 2025 · USD

PAYMENT INSTRUCTIONS			
BANK Chase Bank, N.A.	ACH ROUTING 021000021	ACCOUNT 789456123	REFERENCE INV-2025-068
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