

INVOICE

[Your Name/Agency Name]
[Street Address]
[Email/Phone]

INVOICE # [000]
DATE [Date]
DUE DATE [Date]

BILL TO:

[Client Name]
[Department/Internal Comms Team]
[Company Address]

PROJECT:

[Internal Communications Campaign Name]
[Project Code/PO Number]

Description of Services	Quantity/Hours	Rate	Amount
Strategy & Communication Planning	-	-	-
Content Creation (Newsletters, Intranet, Scripts)	-	-	-
Graphic Design & Digital Assets	-	-	-

Description of Services	Quantity/Hours	Rate	Amount
Internal Launch Management	-	-	-

Subtotal: [Amount]

Tax: [Amount]

Total Balance Due: [Amount]

PAYMENT INSTRUCTIONS

Please make checks payable to [Name] or transfer to Bank: [Details] SWIFT: [Code].

Thank you for your partnership in improving employee engagement.