

PR AGENCY NAME

INVOICE

INV-001
Date: [Date]

FROM

[Consultant/Agency Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO

[Client Company Name]
[Contact Person]
[Street Address]
[City, State, Zip]

PR Milestone / Deliverable	Status	Amount
[Milestone 1: e.g., Media Kit Development]	Completed	\$0.00
[Milestone 2: e.g., Press Release Distribution & Pitching]	Completed	\$0.00
[Milestone 3: e.g., National Feature Placement]	Invoiced Portion	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Total Due: \$0.00

PAYMENT INSTRUCTIONS

Please make payment within [Number] days.

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]