

INVOICE

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

Invoice #: [00001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO

[Client Company Name]
[Contact Name]
[Client Address]
[Client Email]

PROJECT / PERIOD

Monthly PR Retainer
Service Period: [Month, Year]

Description of Services	Amount
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Monthly PR Retainer Fee	\$0,000.00
â€¢ Media Relations & Outreach	
â€¢ Account Management & Strategy	
â€¢ Content Development (Press Releases/Pitches)	
â€¢ Monthly Reporting	

Additional Billable Expenses	\$000.00
Wire distribution fees, travel, or approved third-party costs.	

Subtotal: \$0,000.00
Tax: \$0.00
Total Due: \$0,000.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Agency Name]** or pay via Bank Transfer:
Bank: [Name] | Account: [Number] | Routing: [Number]

Thank you for your business.