

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name]
[Company Name]
[Address]

DESCRIPTION	PERIOD	AMOUNT
Monthly PR Retainer Fee Media relations, strategy, and consulting	[Month, Year]	\$0.00
Additional Expenses Wire distribution, clippings, or travel	-	\$0.00
		Subtotal: \$0.00
		Tax: \$0.00
		Total Due: \$0.00

Payment Instructions:

Please make checks payable to [Agency Name] or pay via [Bank Transfer/Link].

Thank you for your partnership.