

INVOICE

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

Invoice #: [00001]
Date: [Date]
Due Date: [Date]

BILL TO:

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

Service Description	Hours/Qty	Rate	Total
Monthly PR Retainer - [Month]	1	\$0.00	\$0.00
Press Release Writing & Distribution	[Qty]	\$0.00	\$0.00
Media Outreach & Pitching	[Hours]	\$0.00	\$0.00
Social Media Management	[Hours]	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00

Total Due: \$0.00

Notes: [Payment terms, Bank transfer details, or Thank you message]