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

INTERIM INVOICE

Invoice #: [0000]
Date: [Date]

Bill To:
[Client Name]
[Client Company]
[Client Address]
Campaign Reference:
[Campaign Name/Project ID]
Billing Period: [Start Date] - [End Date]

Service Description	Units/Hours	Rate	Amount
Media Outreach & Pitching	[0.00]	$[0.00]	$[0.00]
Press Release Drafting & Distribution	[0.00]	$[0.00]	$[0.00]
Crisis Management Retainer (Interim)	[0.00]	$[0.00]	$[0.00]
Miscellaneous Expenses (Clippings, Wire Fees)	[0.00]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Tax ([0]%): $[0.00]

Total Due: $[0.00]

Payment Terms: Net [30] days. Please make checks payable to [Agency Name].
Wire Instructions: [Bank Name] | SWIFT: [Code] | Account: [Number]