

[AGENCY NAME]

[Street Address]
[City, State, Zip]
[Email/Website]

INVOICE

[0000]
Date: [Month DD, YYYY]

CLIENT

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

PROJECT

[Campaign Name/Month Reference]

DESCRIPTION	HOURS/QTY	RATE	AMOUNT
[PR Retainer - Professional Services]	[1]	[\$0.00]	[\$0.00]
[Media Relations & Press Outreach]	[0]	[\$0.00]	[\$0.00]
[Content Creation/Copywriting]	[0]	[\$0.00]	[\$0.00]
Subtotal \$0.00			
Tax/Expenses \$0.00			
TOTAL DUE \$0.00			

PAYMENT TERMS: Due within [30] days via [Wire Transfer/Check/ACH].

NOTES: Thank you for your continued partnership.