

INVOICE

[Your Name / Agency Name]
[Address Line 1]
[Email / Phone]

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]

Description of PR Services	Hours/Qty	Rate	Amount
Media Outreach & Press Release Distribution	[0.00]	[\$[0.00]]	[\$[0.00]]
Strategy Consultation & Campaign Planning	[0.00]	[\$[0.00]]	[\$[0.00]]
Monthly Retainer - [Month]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax/VAT: \$[0.00]
Total Due: \$[0.00]

Payment Instructions:

Bank: [Bank Name] | Account: [Account Number] | Routing: [Routing Number]

PayPal/Wire: [Payment ID]

Thank you for your business!