INVOICE

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

Invoice #: [000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

BILL TO

[Client Name]
[Client Company]
[Client Address]

SERVICE PERIOD

[Start Date] to [End Date]

Description	Amount
Monthly PR Retainer Fee Strategic consulting, media relations, and account management.	$0.00
Additional Services / Overage [Description of extra work or wire distribution fees]	$0.00
Reimbursable Expenses [Travel, clippings, or software subscriptions]	$0.00

Subtotal: $0.00
Tax: $0.00
Total Due: $0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Name/Company]** or transfer via ACH to [Account Details]. Thank you for your business.