

INVOICE

PR Campaign Planning

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

BILL TO:

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

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	TOTAL
Market Research & Competitor Analysis	-	-	-
Media Strategy & Outreach Planning	-	-	-
Press Release Drafting & Content Creation	-	-	-
Influencer/Media Contact List Curation	-	-	-
			Subtotal: \$0.00
			Tax: \$0.00

Total Amount Due: \$0.00

Notes:

Please include the invoice number with your payment. Terms: Net [30] days.

Payment Information:

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]