

INVOICE

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

Invoice # [000]
Date [Date]
Reporting Period [Month, Year]

BILL TO:

[Client Name]
[Contact Name]
[Client Address]

CAMPAIGN:

[Project/Campaign Name]
[Account Manager Name]

SERVICE & PERFORMANCE METRICS	UNITS/REACH	RATE	AMOUNT
PR Strategy & Media Relations Press release distribution and journalist pitching	Flat Fee	\$0.00	\$0.00
Performance Bonus: Tier 1 Placements Top-tier national media features (Qty: [0])	[0]	\$0.00	\$0.00
Performance Bonus: Tier 2 Placements Regional/Trade publication features (Qty: [0])	[0]	\$0.00	\$0.00
Social Media Amplification Managed posts and engagement reporting	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Due: \$0.00

NOTES & PAYMENT TERMS:

Please remit payment within 15 days. Performance metrics verified in the attached Monthly PR Impact Report. Make checks payable to [Agency Name] or pay via [Payment Method].