

[Company/Freelancer Name]

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

INVOICE

No: #00001

Date: [Date]

BILL TO:

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

PROJECT:

[Press Release Title/Campaign]
Due Date: [Date]
Payment Terms: [e.g., Net 30]

Service Description	Rate	Qty/Hrs	Total
Press Release Writing (Drafting & Research)	\$0.00	0	\$0.00
Revision Rounds	\$0.00	0	\$0.00
Media Distribution / Wire Feed Submission	\$0.00	0	\$0.00
Media Outreach & Pitching	\$0.00	0	\$0.00
Subtotal: \$0.00			

Tax: \$0.00
Amount Due: \$0.00

PAYMENT INSTRUCTIONS:

Please make checks payable to **[Name]** or pay via **[Bank/Digital Method]**.
Thank you for your business.