

INVOICE

[Publicist Name/Agency]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name/Company]
[Address Line 1]
[City, State, Zip]

Project:

[Campaign Name/Month]

Description of Services	Rate	Qty/Hrs	Total
[Monthly PR Retainer / Media Relations]	\$0.00	1	\$0.00
[Press Release Writing & Distribution]	\$0.00	0	\$0.00
[Media Kit Development]	\$0.00	0	\$0.00
[Consulting Hours]	\$0.00	0	\$0.00

Subtotal: \$0.00
Tax: \$0.00

Amount Due: \$0.00

Payment Instructions:

Please make checks payable to [Business Name] or pay via [Electronic Payment Method].

Notes: Thank you for your business. We look forward to our continued partnership.