

INVOICE

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

No: [Invoice #]
Date: [Date]
Due: [Due Date]

CLIENT

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

PROJECT

[Project Name / Campaign Title]
Ref: [Purchase Order #]

DESCRIPTION OF SERVICES	QTY/HRS	RATE	AMOUNT
Strategic Planning & Brand Positioning	0.0	\$0.00	\$0.00
Media Relations & Crisis Management	0.0	\$0.00	\$0.00
Content Strategy & Copywriting	0.0	\$0.00	\$0.00
Subtotal: \$0.00			
Tax ([0] %): \$0.00			
Balance Due: \$0.00			

PAYMENT INSTRUCTIONS

Transfer to: [Bank Name] | Account: [Number] | Routing: [Number]
Please include Invoice # in the payment reference.