

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

INVOICE

No: [000]
Date: [Date]

Bill To:
[Client Name/Company]
[Contact Person]
[Client Address]

Project / Campaign:
[Project Name/Month]

Description of PR Services	Units/Hours	Rate	Total
Monthly Retainer - PR Management	-	\$0.00	\$0.00
Media Outreach & Pitching	0.0	\$0.00	\$0.00
Press Release Writing & Distribution	0.0	\$0.00	\$0.00
Reimbursable Expenses (Clipping services, etc.)	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Payment Due Within: [30] Days

Thank you for your business.