

INVOICE

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

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

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

Project/Campaign:

[Project Name/Reference]

Description of Services	Rate/Unit	Qty/Hrs	Amount
Press Release Writing & Distribution	\$0.00	0	\$0.00
Media Outreach & Pitching	\$0.00	0	\$0.00
Strategy Consultation	\$0.00	0	\$0.00
Clipping & Coverage Reporting	\$0.00	0	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]

Checks payable to: [Name]

Thank you for your business.