

[PR Consultant Name/Agency]
[Street Address]
[City, State, Zip]
[Email Address]

INVOICE

No: [Invoice #]
Date: [Date]

BILL TO:

[Client Name]
[Client Contact Person]
[Client Address]
[Client Email]

PAYMENT TERMS:

Due Date: [Date]
Billing Period: [Month/Year]

Description	Quantity	Rate	Total
Monthly PR Retainer Fee Strategic planning, media relations, and brand positioning.	1	\$0.00	\$0.00
Additional Services / Expenses Wire distribution fees, media kit printing, or travel (if applicable).	-	-	\$0.00
			Subtotal: \$0.00
			Tax (0%): \$0.00
			Total Amount Due: \$0.00

NOTES & PAYMENT INSTRUCTIONS:

Please make checks payable to **[Consultant Name]** or pay via Bank Transfer (IBAN: [Number]).

Thank you for your continued partnership.