

INVOICE

[Business Name/Your Name]
[Email Address]
[Phone Number]

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

BILL TO:

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

PROJECT / CAMPAIGN:

[Campaign Name or Reference]

Description of PR Services	Hours	Rate	Amount
Media Outreach & Pitching	0.00	\$0.00	\$0.00
Press Release Writing	0.00	\$0.00	\$0.00
Strategy & Consulting	0.00	\$0.00	\$0.00
Reporting & Analysis	0.00	\$0.00	\$0.00
Subtotal: \$0.00			
Tax (0%): \$0.00			
Total Due: \$0.00			

PAYMENT INSTRUCTIONS:

Please make checks payable to [Your Name] or pay via [Bank Transfer/PayPal Details].

Thank you for your business.