INVOICE

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

Invoice #: [000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Client:

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

Project:

[Campaign/Project Name]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	AMOUNT
Monthly PR Retainer - Media Relations & Outreach	-	$0.00	$0.00
Press Release Writing & Distribution	0	$0.00	$0.00
Social Media Management & Content Creation	0	$0.00	$0.00
Crisis Management Consultation	0	$0.00	$0.00

Subtotal: $0.00

Tax: $0.00

Total Balance Due: $0.00

Payment Instructions:
Please make checks payable to [Agency Name] or transfer via [Bank Details/Wire Info].

Thank you for your partnership.