

INVOICE

[PR Agency Name]
[Street Address]
[City, State, Zip]

INVOICE # [0000]
DATE: [Date]
DUE DATE: [Date]

BILL TO:

[Client Company Name]
[Contact Person]
[Client Address]

PROJECT TITLE:

[Project Name/Campaign Name]

Service Description	Quantity	Rate	Amount
Media Outreach & Pitching Distribution of press releases and follow-up with top-tier outlets.	[Qty]	[\$[0.00]]	[\$[0.00]]
Content Creation Drafting 2 Press Releases and 3 Blog Posts.	[Qty]	[\$[0.00]]	[\$[0.00]]

Service Description	Quantity	Rate	Amount
Influencer Coordination Research and negotiation with industry influencers.	[Qty]	[\$[0.00]]	[\$[0.00]]
Crisis Management Retainer On-call support for project duration.	[Qty]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00] Tax: \$[0.00]			
Total Due: \$[0.00]			

NOTES:

Please include the invoice number with your payment. Payment via Wire Transfer or ACH is preferred.

TERMS:

Net 30 days. 1.5% interest charged per month on late payments.