

[PR AGENCY NAME]

INVOICE

[INVOICE-000]

Date: [Date]

FROM:

[Agency Street Address]

[City, State, Zip]

[Email/Phone]

TO:

[Client Name/Company]

[Client Address]

[Contact Person]

DESCRIPTION	PERIOD	AMOUNT
Monthly PR Retainer Fee Media relations, strategy, and account management	[Month, Year]	\$ 0.00
Additional Expenses Newswire distribution, clipping services, or travel	-	\$ 0.00

Subtotal \$ 0.00
Tax (0%) \$ 0.00
Total Due \$ 0.00

Payment Terms: [Net 15/30 Days]

Payment Method: [Bank Name / Account Number / Wire Details]

Thank you for your partnership.