

INVOICE

[Agency/Consultant Name]
[Address Line 1]
[Email/Phone]

Date: [MM/DD/YYYY]
Invoice #: [0000]
Due Date: [MM/DD/YYYY]

Bill To:
[Client Name]
[Company Name]
[Address Line 1]
Project:
Communication Plan Development

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	AMOUNT
Stakeholder Analysis & Research Identification of target audiences and messaging audit.	[0.00]	[\$0.00]	[\$0.00]
Strategy Development Channel selection, content calendar, and KPI definition.	[0.00]	[\$0.00]	[\$0.00]
Crisis Protocol & Guidelines Response templates and escalation workflows.	[0.00]	[\$0.00]	[\$0.00]
Final Delivery & Consultation Presentation of final plan and implementation walkthrough.	[0.00]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

Tax ([0]%): \$[0.00]

Total Amount Due: \$[0.00]

Payment Terms: [e.g., Net 30]

Wiring Instructions: [Bank Name] | **Account:** [Number] | **Routing:** [Number]

Thank you for your business.