

# TAX INVOICE

[Your Agency Name]  
[Tax ID / VAT Number]  
[Address Line 1]  
[Email / Website]

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

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BILL TO

**[Client Name / Company]**  
[Client Address]  
[Client Tax ID]

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CAMPAIGN / PROJECT

[Project Name/Reference]  
[Purchase Order #]

Description of Services	Qty/Hrs	Rate	Amount
Digital PR Strategy & Outreach	-	0.00	0.00
Press Release Wire Distribution	-	0.00	0.00
Media Monitoring & Reporting	-	0.00	0.00

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Subtotal 0.00  
Tax ([0%]) 0.00  
Total Due [Currency Symbol] 0.00

PAYMENT INSTRUCTIONS

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Bank Name: [Bank Name]  
Account Name: [Name]  
SWIFT/BIC: [Code]  
IBAN/Account #: [Number]

*Thank you for your business.*