[AGENCY NAME]

[Address Line 1]
[City, State, Zip]
[Email/Phone]

INVOICE

[Invoice Number]
Date: [Date]
Due Date: [Date]

BILL TO:

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

SERVICE DESCRIPTION	BILLING PERIOD	AMOUNT
PR Retainer - [Plan Name] Subscription Includes media relations, strategy, and reporting	[Start Date] - [End Date]	$0.00
Wire Distribution Add-on	-	$0.00

Subtotal: $0.00
Tax (0%): $0.00
Total: $0.00

Payment Terms: Net [Number] days. Please make checks payable to [Agency Name].

Bank Details: [Bank Name] | Sort Code: [00-00-00] | Account: [00000000]