[Agency Name]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [000]
Date: [Date]
Billing Period: [Month, Year]

Client:

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

Campaign:

[Campaign Name/Reference]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	AMOUNT
Monthly PR Retainer (Strategy & Planning)	-	$0.00	$0.00
Media Outreach & Press Release Distribution	-	$0.00	$0.00
Content Creation (Blogs, Social Media)	-	$0.00	$0.00
Media Monitoring & Monthly Reporting	-	$0.00	$0.00

Subtotal: $0.00
Tax: $0.00
Total Due: $0.00

Payment Instructions:

Please make checks payable to [Agency Name] or pay via bank transfer to: [Account Details]. Payment is due within [30] days.

Thank you for your business.