

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

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

CAMPAIGN:

[PR Campaign Name/Reference]
Retainer Period: [Month, Year]

Description of Services	Hours/Qty	Rate	Amount
Monthly PR Retainer Fee (Strategy, Media Relations, Reporting)	1	\$0.00	\$0.00
Additional Content Creation (Press Releases/Blogs)	[0]	\$0.00	\$0.00
Reimbursable Expenses (Wire Distribution, Travel)	-	-	\$0.00
			Subtotal: \$0.00

Tax ([0] %): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]

Notes: Thank you for your continued partnership.