

INVOICE

[Your PR Firm Name]
[Street Address]
[City, State, Zip]
[Email Address]

Invoice #: [001]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

BILL TO:

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

PROJECT:

[Project Name/Campaign Reference]

SERVICE DESCRIPTION	RATE/UNIT	QTY/HRS	TOTAL
Media Outreach & Pitching	[\$[0.00]]	[0]	[\$[0.00]]
Press Release Drafting & Distribution	[\$[0.00]]	[0]	[\$[0.00]]
Strategic Consulting / Account Management	[\$[0.00]]	[0]	[\$[0.00]]

SERVICE DESCRIPTION	RATE/UNIT	QTY/HRS	TOTAL
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Media Monitoring & Reporting	[\$0.00]	[0]	[\$0.00]
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Subtotal: \$[0.00]

Tax: \$[0.00]

Total Due: \$[0.00]

Payment Terms: Please make checks payable to [Your Name/Firm] or via wire transfer to [Bank Details]. Payment is due within [30] days.

Thank you for your business.