

INVOICE

[Agency Name]
[Street Address]
[City, State, Zip]

Invoice #: [000]
Date: [Date]
Campaign: [Campaign Name]

BILL TO

[Client Company Name]
[Client Contact Name]
[Street Address]
[City, State, Zip]

PAYMENT TERMS

Due Date: [Date]
Payment Method: [ACH/Wire/Check]

Description of Services	Quantity/Hours	Rate	Amount
Media Relations & Outreach Press release distribution, journalist pitching, and follow-ups.	[0.0]	[\$[0.00]]	[\$[0.00]]
Content Creation Articles, blog posts, and social media kits.	[0.0]	[\$[0.00]]	[\$[0.00]]
Strategic Consulting Crisis management and brand positioning meetings.	[0.0]	[\$[0.00]]	[\$[0.00]]

Description of Services	Quantity/Hours	Rate	Amount
Reporting & Analytics Monthly coverage report and sentiment analysis.	[0.0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax ([0] %): \$[0.00]
Total Due: \$[0.00]

Notes: Please include invoice number on all payments. Thank you for your business.