INVOICE

[Your PR Agency Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE NUMBER #[0000]
DATE [Date]
DUE DATE [Date]

BILL TO: **[Client Name]**
[Client Company]
[Address Line 1]
[City, State, Zip]
PROJECT/CAMPAIGN: [Campaign Name or Reference]

Description of Services	Hours/Qty	Rate	Amount
Monthly PR Retainer - Strategy & Media Relations	-	$0.00	$0.00
Press Release Writing & Distribution	0	$0.00	$0.00
Crisis Management Consulting	0	$0.00	$0.00
Media Outreach & Pitching	0	$0.00	$0.00

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

Payment Instructions:
Please make checks payable to [Your Agency Name] or wire transfer to:
Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business.