

INVOICE

FREELANCE PR SPECIALIST SERVICES

Invoice No: _____

Date: _____

Due Date: _____

FROM (PR SPECIALIST)

TO (CLIENT)

DESCRIPTION OF PR SERVICES	HOURS / QTY	RATE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal: _____

Tax / VAT: _____

Total Due: _____

PAYMENT TERMS & BANK DETAILS

Bank Name:

Account Name:
Routing / SWIFT:

Account Number:
Terms: