

PR EVENT INVOICE

Invoice No: _____
Date: _____
Due Date: _____

CLIENT BILLING INFORMATION

PR EVENT DETAILS

Event Name: _____
Event Date: _____
Venue: _____
Audience Size: _____

DESCRIPTION OF PR SERVICES / EVENT EXPENSES	QTY / HRS	RATE	TOTAL
---	-----------	------	-------

PAYMENT TERMS & INSTRUCTIONS

Subtotal: _____

Tax / VAT: _____

Agency Fee: _____

Total Due: _____

Thank you for your business. For any inquiries regarding this invoice, please contact:
