

PUBLIC RELATIONS & INFLUENCER OUTREACH

INVOICE

Campaign: _____

AGENCY / PROVIDER

Email: _____
BILL TO

Contact: _____

Invoice Number:

Invoice Date:

Due Date:

PO / Reference:

SERVICE DESCRIPTION	QTY / HOURS	RATE/ UNIT COST	TOTAL
Influencer Sourcing, Vetting & Outreach Identification, demographic analysis, and negotiation with campaign-fit creators.	_____	_____	_____
Campaign Strategy & Management Briefing creators, content review , scheduling coordination, and compliance monitoring.	_____	_____	_____
Influencer Compensation / Sponsored Deliverables Direct disbursement for sponsored posts, stories, and dedicated content integrations.	_____	_____	_____
PR Distribution & Media Relations Press release drafting, media pitching, and distribution to targeted publications.	_____	_____	_____
Post-Campaign Reporting & Analytics Coverage book, engagement tracking, ROI metrics, and performance summary compilation.	_____	_____	_____

Subtotal _____

Tax / VAT (____%)

Total Due

PAYMENT INSTRUCTIONS

Please remit payment via bank transfer using the following details:

Bank Name: _____
Account Name: _____
IBAN/Account: _____
BIC/SWIFT: _____

TERMS & CONDITIONS

Payment is due within _____ days of invoice date.
All influencer deliverables and content usage rights remain restricted until invoice is settled in full.
Thank you for your business and partnership!