

INVOICE

Invoice No:

Date:

Due Date:

PO Number:

CLIENT / BILLED TO

SERVICE PROVIDER / REMIT TO

SERVICE DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Media Relations & Outreach Retainer			
Press Release Writing & Wire Distribution			
Media Kit Development & Design			
Crisis Communications Strategy & Advisory			
Campaign Monitoring, Analytics & Reporting			

Subtotal

Tax

Total Due

PAYMENT TERMS & INSTRUCTIONS