

Public Relations Invoice Template

FROM

John Doe
165 Eleventh Street
Apt 2
San Francisco, California, 95376
United States

TO

Sample Client
Sample Client
sampleclient@hellobonsai.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

ITEM NAME	UNITS	RATE	TOTAL
Public Relations Services	47	\$50.00	\$2,350.00
Other Services	7	\$45.00	\$315.00
Subtotal			\$2,665.00
Total Amount		\$2,665.00 (USD)	

PAYMENT

The client can pay via wire transfer or mailed check.

The client will not pay the processing fees for an online payment.

1 of 2

LATE FEES

If this invoice is unpaid by Sep 22, 2020, a non-compounding late fee of 5.0% accrues monthly on the outstanding amount.

NOTES

Thank you for your business!

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