

[AGENCY NAME]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

#INV-0001
Date: [Date]
Due Date: [Date]

BILL TO

[Client Name]
[Client Company]
[Client Address]
[Client Email]

PROJECT / RETAINER

Monthly Digital Marketing Retainer
Service Period: [Month, Year]

Description of Services	Qty/Hrs	Rate	Amount
Monthly Marketing Retainer SEO, PPC Management, & Content Strategy	1	\$0.00	\$0.00
Social Media Management Platform Posting & Community Engagement	1	\$0.00	\$0.00

Description of Services	Qty/Hrs	Rate	Amount
Ad Spend Management 10% Management fee on platforms	-	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to [Agency Name] or pay via wire transfer to Bank: [Name] | Account: [Number] | Routing: [Number].

Payment is due within 15 days of invoice date.