

[AGENCY NAME]

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

INVOICE

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

CLIENT

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

RETAINER PERIOD

[Start Date] - [End Date]

Description of Retainer Services	Allocation	Amount
Monthly Content Retainer Includes: Blog posts, Newsletter, Social Media Copy	[Qty/Hours]	\$0.00
SEO Strategy & Optimization Keyword research and metadata updates	Included	\$0.00

Description of Retainer Services**Allocation****Amount****Account Management**

Weekly strategy calls and reporting

Included

\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Due: \$0.00

PAYMENT INFORMATION

Payment Method: [Bank Transfer / Check / Credit Card]

Account Name: [Name]

Notes: Monthly retainer is billed in advance of services.