

# INVOICE

[Your Name/Agency]

[Street Address]

[City, State, Zip]

[Email/Phone]

**Invoice #:** [001]

**Date:** [Date]

**Service Period:** [Month, Year]

**BILL TO:**

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip]

**PAYMENT DUE:**

[Date]

Description of Services	Rate	Total
<b>Monthly Copywriting Retainer</b> [Brief summary of deliverables, e.g., 4 Blog Posts, 8 Newsletters]	[\$0.00]	[\$0.00]
<b>Overages / Additional Tasks</b> [Details of any work outside retainer scope]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

Tax: [\$0.00]

Amount Due: [\$0.00]

**PAYMENT INSTRUCTIONS:**

Please make checks payable to [Name] or pay via [PayPal/Wire Transfer Info].  
Thank you for your business.