

INVOICE

Agency Name
Street Address
City, State, Zip

Invoice #: [000]
Date: [Date]
Billing Cycle: [Month, Year]

BILL TO

Client Name/Company
Contact Person
Client Address
Email@example.com

PAYMENT TERMS

Due Date: [Date]
Payment Method: [ACH/Wire/Portal]
Status: Retainer Billing

Description of Creative Services	Hours/Qty	Rate	Amount
Monthly Creative Content Retainer (Base Tier)	1	\$0.00	\$0.00
Copywriting & Script Development	-	-	Included
Editorial Oversight & Strategy	-	-	Included

Description of Creative Services	Hours/Qty	Rate	Amount
Overage / Additional Deliverables (Optional)	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Balance Due: \$0.00

Notes: Retainer covers agreed-upon monthly deliverables. Excess hours or additional scope will be billed in the following cycle.