

INVOICE

[Your Name/Studio Name]
[Email Address]
[Phone Number]

Invoice #: [000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

BILL TO:

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

RETAINER PERIOD:

[Start Date] - [End Date]

Description of Services	Quantity/Hours	Rate	Amount
Monthly Copywriting Retainer [Included: e.g., 4 Newsletters, 8 Blog Posts, Ad Copy]	1	\$0.00	\$0.00
Overage Fees [Additional projects outside of scope]	[Qty]	\$0.00	\$0.00

Subtotal \$0.00
Tax ([%]) \$0.00
Total Amount Due \$0.00

PAYMENT INSTRUCTIONS

Please make payment via [Bank Transfer/PayPal/Stripe].
Banking details: [Your Account Details]

Thank you for your continued partnership.