

INVOICE

[Your Agency/Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE NUMBER #[0001]

DATE ISSUED [Month DD, YYYY]

BILLING PERIOD [Month, Year]

BILL TO [Client Name/Company]
[Contact Name]
[Client Address]
[Client Email]

PAYMENT TERMS Due on Receipt / Net [30]
DUE DATE [Month DD, YYYY]

SERVICE DESCRIPTION (STRATEGIC RETAINER)	QTY/HRS	TOTAL
Monthly Retainer Fee: Content Strategy & Copywriting Includes: [Content Calendar, X Blog Posts, X Email Sequences, Website Audits]	1	\$0.00
Additional Project Hours (Out of Scope) [Brief description of extra deliverables]	[0]	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Amount Due \$0.00

PAYMENT INSTRUCTIONS

Direct Deposit: [Bank Name] | Account: [Number] | Routing: [Number]
Digital Payment: [PayPal/Stripe/Link]

Thank you for your continued partnership.