

INVOICE

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

INVOICE NUMBER #[0000]

DATE ISSUED [Date]

BILLING PERIOD [Month, Year]

BILL TO

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

PAYMENT TERMS

Net [30] Days
Due Date: [Date]

Description of Monthly Retainer Services	Amount
Monthly Copywriting Retainer Includes: [Content Strategy, X Blog Posts, Email Sequences, Ad Copy]	\$0.00
Additional Deliverables / Overage [Description of extra work outside scope]	\$0.00
Subtotal: \$0.00 Tax (if applicable): \$0.00	
Total Amount: \$0.00	

Payment Instructions:

Please make checks payable to [Name] or pay via [PayPal/Bank Transfer Info: Account Details].

Thank you for your continued partnership!