

[Your Name/Agency Name]  
[Business Address]  
[Email Address]  
[Phone Number]

# INVOICE

No: [Invoice #]  
Date: [Date]

**Bill To:**

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

**Service Period:**

[Start Date] to [End Date]

**Due Date:**

[Date]

Description	Quantity/Posts	Rate	Amount
<b>Monthly Social Media Retainer</b> Copywriting for [Platforms: e.g., IG, LinkedIn, Twitter]	[Qty]	[\$[0.00]]	[\$[0.00]]
<b>Content Strategy &amp; Research</b> Topic ideation and keyword alignment	1	[\$[0.00]]	[\$[0.00]]
<b>Additional Revision Rounds</b> Beyond standard agreement	[Qty]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]  
Tax ([0] %): \$[0.00]

**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Bank: [Bank Name]

Account Name: [Name]

Account Number / IBAN: [Details]

SWIFT/BIC: [Details]

*Thank you for your business!*