

INVOICE

[Invoice Number]
Date: [Date]

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

BILL TO

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

PROJECT
Community Management
Period: [Start Date] - [End Date]

Description of Services	Hours/Qty	Rate	Amount
Community Engagement Moderation, responding to comments, and member interaction.	[Qty]	[\$[0.00]]	[\$[0.00]]
Content Strategy & Scheduling Creation of weekly posts, polls, and announcements.	[Qty]	[\$[0.00]]	[\$[0.00]]
Analytics & Reporting Monthly growth metrics and sentiment analysis report.	[Qty]	[\$[0.00]]	[\$[0.00]]

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

Total: \$[0.00]

Payment Instructions:

Please transfer funds to [Bank Name] / Account: [Number] / Routing: [Number]

Payment due within [X] days of invoice date.