

SOCIAL MEDIA INVOICE

Invoice #: [000]

Date: [Date]

Due Date: [Date]

From:

[Your Name/Agency]

[Address]

[Email/Phone]

Bill To:

[Client Name/Company]

[Address]

[Contact Email]

PLATFORM & SERVICE DESCRIPTION	QTY/HOURS	RATE	AMOUNT
INSTAGRAM Content Creation & Posting [3 Posts per week, Stories, Reels]	1	\$0.00	\$0.00
TIKTOK Short-form Video Production [Scripting, Editing, Publishing]	1	\$0.00	\$0.00
LINKEDIN Professional Copywriting [Weekly Industry Updates]	1	\$0.00	\$0.00
ALL Community Management [Comment moderation & DM responses]	1	\$0.00	\$0.00
ADS Campaign Setup & Optimization [Meta/TikTok Ads Management]	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

PayPal: [Email Address]

Thank you for your business!