

[AGENCY NAME]

[Address Line 1]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO: [Client Name / Company]
[Client Address]
[City, State, Zip]
[Contact Email]
CAMPAIGN / PROJECT: [Social Media Campaign Name]
Billing Period: [Month, Year]

Service Description	Qty/Hrs	Rate	Total
Social Media Management (Content Creation & Posting)	[0]	[\$[0.00]]	[\$[0.00]]
Ad Campaign Setup & Optimization	[0]	[\$[0.00]]	[\$[0.00]]
Community Management & Engagement	[0]	[\$[0.00]]	[\$[0.00]]
Graphic Design / Video Editing	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]
Total Amount: \$[0.00]

PAYMENT INSTRUCTIONS:

Please make checks payable to [Agency Name] or pay via [Payment Method/Link].
Thank you for your business!