

INVOICE

[Your Agency Name]
[Street Address]
[City, State, Zip]

Invoice #: [0001]
Date: [Date]
Due Date: [Date]

BILLED TO:

[Client Name]
[Company Name]
[Client Email]

SERVICE PERIOD:

[Start Date] to [End Date]

Service Description	Frequency	Rate	Total
Social Media Retainer (Management & Strategy)	Monthly	\$0.00	\$0.00
Content Creation (Posts/Reels/Graphics)	[Qty]	\$0.00	\$0.00
Community Management & Engagement	Fixed	\$0.00	\$0.00
Paid Ad Management Fee	-	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Amount Due: \$0.00

Notes / Payment Instructions:

Please include invoice number in payment reference. Late payments may incur a [X%] fee after [X] days.