

INVOICE

Order # _____

Agency/Copywriter Name

Street Address
City, State, Zip
Email / Phone

Client Information:

Company Name
Contact Person
Address
Email

Order Details:

Date Issued: _____
Due Date: _____
Project: _____

DELIVERABLE / SERVICE DESCRIPTION	QTY/WORDS	RATE	AMOUNT
Full-Page Ad Copy (Concept & Drafts)			
Social Media Ad Bundle (Set of 5)			
Email Marketing Sequence			
Revision Rounds			
Subtotal: \$0.00			

Tax: \$0.00
Total Due: \$0.00

Payment Instructions:

Please make checks payable to Agency Name. For bank transfers: Account #0000000. Payment is due within 15 days of invoice date. Thank you for your business.