

INVOICE

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

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

BILL TO:

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

CAMPAIGN:

[Campaign Name/Month]

SERVICE DESCRIPTION	PLATFORMS	QUANTITY	RATE	AMOUNT
Social Media Content Creation	[IG, FB, LI]	[X] Posts	\$0.00	\$0.00
Community Management & Engagement	All	[X] Hours	\$0.00	\$0.00
Paid Ad Campaign Management	[Meta/TikTok]	1	\$0.00	\$0.00
Analytics & Monthly Reporting	All	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Balance Due: \$0.00

Payment Instructions: [Bank Name / PayPal / Wire Details]

Thank you for your business.