

# INVOICE

[VA Name/Agency Name]  
[Address Line 1]  
[Email/Phone]

**Invoice #:** [001]

**Date:** [Month Day, Year]

**Due Date:** [Month Day, Year]

**BILL TO:** [Client Name/Company]

[Client Address]

[Client Email]

**PROJECT:** [Social Media Management - Month/Campaign Name]

Service Description	Qty/Hours	Rate	Amount
Content Creation (Posts, Graphics, Captions)	[0]	[\$0.00]	[\$0.00]
Community Management & Engagement	[0]	[\$0.00]	[\$0.00]
Ad Campaign Setup & Monitoring	[0]	[\$0.00]	[\$0.00]
Analytics Reporting & Strategy	[0]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

Tax (0%): [\$0.00]

Total Due: [\$0.00]

PAYMENT INSTRUCTIONS:

Please send payment via [PayPal/Bank Transfer/Stripe] to: [Payment Details].  
Thank you for your business!