

INVOICE

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

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

CLIENT:

[Client Name]
[Company Name]
[Client Address]

CAMPAIGN:

[Social Media PR Campaign Name]
Period: [Start Date] - [End Date]

SERVICE DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Content Strategy & Planning	[0.00]	[\$[0.00]]	[\$[0.00]]
Influencer Outreach & Coordination	[0.00]	[\$[0.00]]	[\$[0.00]]
Community Management & Engagement	[0.00]	[\$[0.00]]	[\$[0.00]]

SERVICE DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Paid Social Media Placement (Ad Spend)	[0.00]	[\$0.00]	[\$0.00]
Analytics Reporting & Performance Audit	[0.00]	[\$0.00]	[\$0.00]
Subtotal: [\$0.00]			
Tax: [\$0.00]			
Total: \$[0.00]			

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]

Please include invoice number in the payment reference. Thank you for your business.