

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

INVOICE

[0000]
Date: [Date]

Bill To:
[Client Name]
[Company Name]
[Street Address]
[Email Address]

Agreement Terms:
Service Period: [Start Date] - [End Date]
Payment Terms: [Net 30/Due on Receipt]
Project Ref: [Campaign Name]

Service Description	Quantity	Rate	Amount
Social Media Management (Platforms: [List])	1	\$0.00	\$0.00
Content Creation (Posts/Stories/Reels)	[Qty]	\$0.00	\$0.00
Community Management & Engagement	1	\$0.00	\$0.00
Paid Ad Management Fee	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Total Due: \$0.00

Payment Information:

Bank: [Bank Name] | Account Name: [Name] | Account Number: [00000000] | Routing: [00000000]
PayPal/Stripe: [Link or Address]

Note: This invoice is subject to the terms of the Social Media Management Service Agreement signed on [Date].