INVOICE

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

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Company Name]
[Attention: Name]
[Client Address]
[Client Email]

PROJECT:

Content Marketing Retainer
Billing Period: [Month, Year]

Service Description	Qty/Units	Rate	Amount
Monthly Content Strategy & Planning Editorial calendar management and SEO research.	1	$0.00	$0.00
Blog Posts / Articles [X] articles at [X] words each.	[0]	$0.00	$0.00
Social Media Management Copywriting and scheduling for [X] platforms.	1	$0.00	$0.00

Service Description	Qty/Units	Rate	Amount
Email Newsletter Production Design, copy, and distribution.	[0]	$0.00	$0.00

Subtotal: $0.00

Tax ([0]%): $0.00

Total Due: $0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Agency Name]**.
For Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
Late payments are subject to a [0]% monthly interest fee.