

INVOICE

[Agency Name]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice #: [0001]
Date: [Date]
Billing Period: [Month, Year]

Bill To:

[Client Company Name]
[Contact Person]
[Client Address]
[Client Email]

Payment Terms:

Due Date: [Date]
Method: [Bank Transfer/Credit Card/Check]

Service Description	Qty/Hrs	Rate	Amount
Monthly Strategy & Management Retainer SEO, Content Management, & Performance Reporting	1	\$0.00	\$0.00
Social Media Management Ad Spend Management & Organic Posting	1	\$0.00	\$0.00

Service Description	Qty/Hrs	Rate	Amount
Email Marketing Retainer 2 Campaigns per week + Automation Maintenance	1	\$0.00	\$0.00

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

Notes: Retainer services are billed in advance for the upcoming month. Please include invoice number with your payment.

Thank you for your business!