

INVOICE

INV-001

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

Billed To:

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

Date: [Date]
Due Date: [Date]

Description	Period	Amount
Monthly SEO Retainer (Standard Package)	[Start Date] - [End Date]	\$0.00
Content Production (X Articles)	-	\$0.00
Technical Audit & Updates	-	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank Transfer: [Bank Name] | Account: [Account Number] | Routing: [Number]
Note: Monthly retainer payment is due within 7 days of invoice date.