INVOICE

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

INVOICE NUMBER

#INV-0000

DATE

[Date]

BILL TO

[Client Name]
[Client Address]
[Client Email]

RETAINER PERIOD

[Start Date] to [End Date]

DUE DATE

[Due Date]

Description of Services	Frequency	Amount
Monthly Content Marketing Retainer Includes: Blog posts, Newsletter, & Social Media Mgmt	Recurring	$0.00
Strategy & Analytics Reporting	Monthly	$0.00

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

NOTES & PAYMENT INSTRUCTIONS

Bank: [Name] | Account: [Number] | Routing: [Number]
Please make checks payable to [Business Name].

Auto-pay enabled: This payment will be processed automatically on the 1st of every month.