

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]
[Client Email]

RETAINER PERIOD:

[Start Date] - [End Date]

Description	Rate	Qty/Hours	Amount
Monthly Copywriting Retainer [Includes: e.g., 4 Blog Posts, 8 Newsletters, Ad Copy]	[\$[0.00]]	1	[\$[0.00]]
Overage / Additional Deliverables [e.g., Extra Landing Page]	[\$[0.00]]	[0]	[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

Total Due: \$[0.00]

PAYMENT INSTRUCTIONS:

Please send payment via [Bank Transfer/PayPal/Stripe] to [Payment Details].
Thank you for your continued partnership.