

INVOICE

[Your Name/Agency]
[Business Address]
[Email/Phone]

INVOICE #
[001]

DATE
[MM/DD/YYYY]

BILL TO:

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

PROJECT:

[Campaign Name/Monthly Retainer]

Description	Quantity/Posts	Rate	Amount
Social Media Copywriting (Instagram/Facebook)	[0]	\$0.00	\$0.00
Content Strategy & Hashtag Research	[1]	\$0.00	\$0.00
Ad Copy / Professional Scriptwriting	[0]	\$0.00	\$0.00
Revisions (Extra)	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Amount Due: \$0.00

PAYMENT INSTRUCTIONS:

Please send payment via [Bank Transfer/PayPal/Stripe] within [Number] days of receiving this invoice.

Thank you for your business!