

INVOICE

#INV-0000

Agency/Freelancer Name

Address Line 1

City, State, Zip

email@example.com

BILL TO:

Client Name / Company

Project Manager Name

Client Address Line 1

Client City, State, Zip

DATE ISSUED: Month DD, YYYY

DUE DATE: Month DD, YYYY

PERIOD: [Start Date] - [End Date]

SERVICE DESCRIPTION	QTY/HRS	RATE	AMOUNT
Content Strategy & Calendar Planning Topic research, monthly grid layout, hashtag strategy	1	\$0.00	\$0.00
Content Creation (Graphic & Video) Feed posts, Reels/TikToks, and Stories production	--	\$0.00	\$0.00
Community Management Comment moderation, DM engagement, outbound interaction	--	\$0.00	\$0.00

SERVICE DESCRIPTION	QTY/HRS	RATE	AMOUNT
Paid Social Ad Management Campaign setup, monitoring, and A/B testing	--	\$0.00	\$0.00
Analytics & Monthly Reporting KPI tracking, insights, and next-month recommendations	1	\$0.00	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Total Amount \$0.00

Payment Instructions:

Bank Name: [Name]

Account Number: [Number]

Routing/Swift: [Code]

Notes: Please include Invoice # in payment reference.