

INVOICE

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

Invoice #: [00001]
Date: [Date]
Due Date: [Date]

BILL TO:

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

RETAINER PERIOD:

[Start Date] to [End Date]

Description	Hours/Qty	Rate	Amount
Monthly Marketing Retainer Fee Includes: SEO Management, PPC Oversight, & Social Media Content	1	\$0.00	\$0.00
Additional Consulting Hours Ad-hoc campaign strategy sessions	0	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			
Total Due: \$0.00			

Payment Instructions:

Please make checks payable to [Your Agency Name].
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your continued partnership.