

INVOICE

[Agency Name]
[Street Address]
[City, State, Zip]

Invoice #: [0001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILLED TO:

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

PROJECT:

[Month/Year] Social Media Management

Description of Services	Qty/Hrs	Rate	Amount
Social Media Management (Content Creation & Scheduling)	1	\$0.00	\$0.00
Paid Ad Campaign Management (Meta/TikTok)	1	\$0.00	\$0.00
Community Management & Engagement	1	\$0.00	\$0.00
Monthly Analytics Reporting	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Please include invoice number in payment notes.

Bank Transfer: [Bank Name] | Acc: [Number] | Wire: [Routing]

Thank you for your business!