

# INVOICE

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

**Invoice #** [001]  
**Date:** [MM/DD/YYYY]  
**Due Date:** [MM/DD/YYYY]

## BILL TO:

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

## RETAINER PERIOD:

[Month, Year]

DESCRIPTION OF SERVICES	TOTAL
<b>Social Media Management Retainer</b> Content creation, scheduling, and community management for [Platforms].	\$0.00
<b>Content Production</b> Photography, video editing, and graphic design (Monthly Allowance).	\$0.00
<b>Ad Management &amp; Reporting</b> Optimization and monthly performance analytics.	\$0.00
Subtotal: \$0.00 Tax (0%): \$0.00	
<b>TOTAL DUE: \$0.00</b>	

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**Payment Instructions:**

Please transfer funds via [Bank Transfer/PayPal/Stripe] to: [Account Details].

*Thank you for your continued partnership.*