

INVOICE

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

INVOICE NUMBER #001

DATE [Date]

BILL TO:

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

PROJECT:

Social Media Management
[Month/Year]

Description of Services	Qty/Hrs	Rate	Amount
Content Creation (Graphics & Copywriting)			
Community Management & Engagement			
Social Media Strategy & Reporting			
Paid Ad Campaign Management			

Subtotal: \$0.00

Tax (0%): \$0.00

Total Balance: \$0.00

PAYMENT INSTRUCTIONS:

Please send payment via [Bank Transfer/PayPal/Stripe] to [Account Details].
Payment is due within [Number] days of receiving this invoice.

Thank you for your business!