

INVOICE

[Agency Name]

[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

DESCRIPTION	PERIOD	RATE	AMOUNT
Digital Strategy Retainer (Monthly) - Content Strategy, SEO Audit, & Ad Management	[Month, Year]	[\$0.00]	[\$0.00]
Additional Consulting Hours	[Qty]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

Tax ([0] %): [\$0.00]

Total Due: [\$0.00] USD

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Please make all checks payable to [Agency Name]. Payment is due within [X] days.