

INVOICE

Retainer Period: [Month, Year]

[Agency Name]
[Street Address]
[Email/Phone]

BILL TO:

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

Invoice #: [0001]
Date: [Date]
Due Date: [Date]

SERVICE DESCRIPTION	HOURS/QTY	RATE	TOTAL
SEO Strategy & Management Keyword research, technical audits, and monthly planning	1	\$0.00	\$0.00
On-Page Optimization Content updates, meta tags, and internal linking	1	\$0.00	\$0.00
Off-Page SEO & Backlinks Link building and authority management	1	\$0.00	\$0.00
Reporting & Analytics Monthly performance review and data tracking	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Please include invoice number with payment.

Bank Transfer: [Bank Details] | PayPal: [Email Address]

Thank you for your partnership.