FROM

[Agency/Manager Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

[Invoice Number]
Date: [Date]
Due Date: [Due Date]

BILL TO **[Client Name]**
[Company Name]
[Street Address]
[City, State, Zip]
PROJECT / PERIOD Social Media Management
Billing Cycle: [Month, Year]

Description of Services	Quantity/Hours	Rate	Amount
Social Media Strategy & Content Creation Content calendar, graphic design, and copywriting.	1	$0.00	$0.00
Community Management Engagement, comment monitoring, and DM responses.	1	$0.00	$0.00
Paid Ad Management Campaign setup and optimization (excluding ad spend).	[Qty]	$0.00	$0.00

Description of Services	Quantity/Hours	Rate	Amount
Analytics & Monthly Reporting Performance metrics and growth analysis.	1	$0.00	$0.00

Subtotal $0.00
Tax (0%) $0.00
Total Amount Due $0.00

PAYMENT INSTRUCTIONS

Please make checks payable to: **[Payee Name]**
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
Digital Payment: [PayPal/Venmo/Stripe Link]

Thank you for your business!