

INVOICE

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

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

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

PROJECT:

[Marketing Campaign Name / Reference]

Description of Materials/Services	Qty/Hrs	Rate	Amount
Social Media Graphics Set (Static)	[0]	[\$[0.00]]	[\$[0.00]]
Email Newsletter Template Design	[0]	[\$[0.00]]	[\$[0.00]]
Print Advertisement / Flyer Layout	[0]	[\$[0.00]]	[\$[0.00]]

Description of Materials/Services	Qty/Hrs	Rate	Amount
Copywriting & Proofreading	[0]	[\$0.00]	[\$0.00]
Subtotal: [\$0.00] Tax ([0] %): [\$0.00]			
Total: \$[0.00]			

Payment Instructions: [Bank Details / PayPal / Check Info]

Notes: All creative rights transferred upon final payment. Thank you for your business.