

# AGENCY NAME

123 Creative Studio Lane  
New York, NY 10001  
contact@agency.com

## INVOICE

**No:** #INV-0001  
**Date:** October 24, 2023

### BILL TO:

**Client Name / Company**  
456 Business Ave  
San Francisco, CA 94105  
billing@client.com

### PROJECT REFERENCE:

Q4 Digital Branding Strategy  
**Account Manager:** Jane Doe  
**Due Date:** November 07, 2023

Description	Hours/Qty	Rate	Total
Social Media Management (Content & Scheduling)	1	\$2,500.00	\$2,500.00
SEO Optimization & Keyword Research	10	\$150.00	\$1,500.00
PPC Campaign Setup (Google & Meta)	1	\$1,200.00	\$1,200.00
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Subtotal: \$5,200.00			
Tax (0%): \$0.00			
Amount Due: \$5,200.00			

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**Payment Terms:** Net 15. Please make checks payable to "Agency Name" or use the bank details provided in the portal.

Thank you for your business!