

## [Agency Name]

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

## TAX INVOICE

**Invoice #:** [00001]

**Date:** [MM/DD/YYYY]

**Due Date:** [MM/DD/YYYY]

---

**BILL TO:**

**[Client Company Name]**  
[Client Contact Name]  
[Client Address]  
[Client Email]

**AGENCY REG DETAILS:**

**Tax ID / VAT:** [Tax Number]  
**Project:** [Campaign Name/Reference]

Service Description	Rate/Qty	Amount
[Service Name - e.g. SEO Management]	[Rate]	[0.00]
[Service Name - e.g. PPC Advertising]	[Rate]	[0.00]

Service Description	Rate/Qty	Amount
[Service Name - e.g. Content Strategy]	[Rate]	[0.00]

Subtotal: [0.00]

Tax ([0]%): [0.00]

Total Due: [0.00] [Currency]

**PAYMENT INSTRUCTIONS:**

Bank: [Bank Name] | Account: [Number] | SWIFT/IBAN: [Code]  
Please include Invoice Number as payment reference.

Thank you for your business.