

# TAX INVOICE

[Agency Name]  
[Street Address]  
[City, State, Zip]  
[Tax ID / Business Number]

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

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## CLIENT INFORMATION

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

## PAYMENT INSTRUCTIONS

Bank: [Bank Name]  
Account Name: [Name]  
Account #: [Number]  
SWIFT/BIC: [Code]

Description of Services	Quantity/Hours	Rate	Amount
Social Media Management - [Month/Year] Content creation, scheduling, and engagement	1	\$0.00	\$0.00
Ad Campaign Management [Platform Name] Ad Spend Administration	1	\$0.00	\$0.00
Graphic Design & Branding Custom templates and visual assets	1	\$0.00	\$0.00

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Subtotal: \$0.00  
Tax (0%): \$0.00  
Total Due: \$0.00

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**Notes:** Please include the invoice number as a reference for bank transfers. Thank you for your business!