

INVOICE

#INV-001

UNPAID

FROM:

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

TO:

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

Date Issued: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

SERVICE DESCRIPTION	QTY/HRS	RATE	AMOUNT
Social Media Management Retail Content creation, scheduling, and community management.	1	\$0.00	\$0.00
Content Creation (Photography/Video) Custom visual assets for monthly campaign.	1	\$0.00	\$0.00
Ad Campaign Management Optimization and reporting for paid social.	1	\$0.00	\$0.00
Subtotal: \$0.00			
Tax (0%): \$0.00			

Total Due: \$0.00

Notes / Payment Instructions:

Please include the invoice number in your payment reference.
Bank: [Bank Name] | Account: [Number] | Routing: [Number]
Thank you for your business!