INVOICE

[Agency Name]
[Address Line 1]
[Email/Phone]

Invoice #: ____________
Date: ____________
Due Date: ____________

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]
[Email]

RETAINER PERIOD:

[Start Date] to [End Date]

DESCRIPTION OF SERVICES	QTY/HOURS	RATE	AMOUNT
Monthly Social Media Retainer (Management & Content)	1	$0.00	$0.00
Ad Spend Management Fee	-	$0.00	$0.00
Additional Deliverables (Community Management)	-	$0.00	$0.00

Subtotal: $0.00
Tax (0%): $0.00

Total: $0.00

Payment Instructions:

Please make checks payable to [Agency Name] or pay via bank transfer to:
Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business!