

# INVOICE

#INV-0000

**[Social Media Manager/Agency Name]**  
[Business Address]  
[Email Address]  
[Website]

BILL TO:

**[Client Name/Company]**  
[Client Address]  
[Contact Person]

DATE OF ISSUE:  
[MM/DD/YYYY]

DUE DATE:  
[MM/DD/YYYY]

SERVICE DESCRIPTION	RATE	QTY/HRS	AMOUNT
<b>Monthly Management Retainer</b> Content scheduling, engagement, and monitoring for [Platforms].	\$0.00	1	\$0.00
<b>Content Creation: Video/Reels</b> Scripting, filming, and editing of [X] short-form videos.	\$0.00	0	\$0.00
<b>Paid Ad Campaign Management</b> Meta/LinkedIn Ads setup and daily optimization.	\$0.00	0	\$0.00
<b>Analytics &amp; Performance Reporting</b> Deep-dive monthly growth and ROI analysis.	\$0.00	1	\$0.00

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

---

**TOTAL: \$0.00**

**Payment Instructions:**

Please send payment via [PayPal/Bank Transfer/Stripe] to [Payment Details].  
A late fee of [X%] may apply to overdue balances.

**Notes:**

Thank you for your partnership! This invoice covers the billing period of [Date] to [Date].