

# INVOICE

Invoice #: [000]

Date: [Date]

**[Freelancer Name]**

[Email / Phone]

[Website/Social Handle]

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## BILL TO:

[Client Name / Company]

[Address Line 1]

[Address Line 2]

## PROJECT:

[Social Media Management - Month/Year]

Terms: [e.g., Net 15]

Date	Platform / Task Description	Hours	Rate	Amount
[MM/DD]	Content Creation (Graphics & Copy)	[0.0]	[\$[0.00]]	[\$[0.00]]
[MM/DD]	Community Management & Engagement	[0.0]	[\$[0.00]]	[\$[0.00]]
[MM/DD]	Scheduling & Posting	[0.0]	[\$[0.00]]	[\$[0.00]]
[MM/DD]	Analytics Reporting & Strategy	[0.0]	[\$[0.00]]	[\$[0.00]]

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**Total Hours:** [0.0]

**Subtotal:** \$[0.00]

**Tax (if applicable):** \$[0.00]

**TOTAL DUE:** \$[0.00]

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**Payment Instructions:**

[Bank Name / Account Number / PayPal Email / Venmo]

*Thank you for your business!*