

INVOICE

Instagram Manager Monthly Activity

Invoice #: _____

Date: _____

FROM:

[Name/Agency]

[Email]

[Phone]

BILL TO:

[Client Name]

[Instagram Handle]

[Billing Period]

DATE	ACTIVITY DESCRIPTION (CONTENT, ENGAGEMENT, ADS)	HOURS/QTY	RATE	AMOUNT
------	---	-----------	------	--------

	Content Creation (Reels/Posts)			
--	--------------------------------	--	--	--

	Community Engagement & DM Management			
--	--------------------------------------	--	--	--

	Caption Writing & Hashtag Strategy			
--	------------------------------------	--	--	--

	Analytics Reporting & Strategy Call			
--	-------------------------------------	--	--	--

	Ad Campaign Management			
--	------------------------	--	--	--

DATE	ACTIVITY DESCRIPTION (CONTENT, ENGAGEMENT, ADS)	HOURS/QTY	RATE	AMOUNT
------	---	-----------	------	--------

Subtotal: \$0.00
Tax/Fees: \$0.00
TOTAL DUE: \$0.00

Payment Terms: [Net 15 / Net 30 / Upon Receipt]
Payment Methods: [Bank Transfer / PayPal / Stripe]
Notes: Monthly activity log attached for reference.