

# INVOICE

#INV-001  
Date: [Date]

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

## BILL TO

[Client Name]  
[Company Name]  
[Client Address]  
BILLING PERIOD

[Start Date] to [End Date]  
Due Date: [Due Date]

DESCRIPTION	QTY/HOURS	RATE	AMOUNT
<b>Monthly Social Media Retainer</b> Content creation, scheduling, and community management	1	\$0.00	\$0.00
<b>Paid Ad Management Fee</b> Campaign optimization and reporting	1	\$0.00	\$0.00
<b>Additional Content Shoots</b> Short-form video production	[Qty]	\$0.00	\$0.00

Subtotal: \$0.00  
Tax: \$0.00  
Total Due: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Name]** or transfer to:

Bank: [Bank Name] | Account: [Account Number] | Routing: [Routing Number]

Thank you for your business!