

INVOICE

[Your Agency/Name]
[Street Address]
[City, State, Zip]

INVOICE # [000]
DATE: [MM/DD/YYYY]
BILLING PERIOD: [Month, Year]

BILL TO:

[Client Name]
[Company Name]
[Client Email]

PROJECT:

Social Media Management & Strategy

Date	Platform / Activity	Description of Tasks	Hours	Rate	Total
[Date]	Instagram/FB	Content scheduling & engagement	0.0	\$0.00	\$0.00
[Date]	LinkedIn/X	Copywriting & graphic design	0.0	\$0.00	\$0.00
[Date]	Analytics	Monthly reporting & strategy call	0.0	\$0.00	\$0.00
[Date]	Ads Mgt	Campaign setup & optimization	0.0	\$0.00	\$0.00

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

Amount Due: \$0.00

Notes: Recurring monthly retainer fee. Payment due within 15 days.

Payment Method: [Bank Transfer Details / PayPal / Stripe Link]