

INVOICE

Invoice #: _____

Date: _____

[Agency/Consultant Name]

[Address line 1]

[Email / Phone]

BILL TO:

[Client Name]

[Company Name]

[Client Address]

PERIOD:

[Start Date] - [End Date]

SOCIAL MEDIA ANALYTICS SUMMARY

PLATFORM	REACH / IMPRESSIONS	ENGAGEMENT RATE	GROWTH (+/-)
Instagram			
LinkedIn			
X / Twitter			

PLATFORM	REACH / IMPRESSIONS	ENGAGEMENT RATE	GROWTH (+/-)
Facebook			

MONTHLY TIMESHEET & SERVICES

DESCRIPTION OF TASKS	HOURS	RATE	AMOUNT
Content Strategy & Analytics Reporting			
Community Management & Posting			
Ad Campaign Optimization			
[Custom Task]			

Subtotal: \$ _____

Tax: \$ _____

TOTAL DUE: \$ _____

Payment Terms: Net 30. Please make checks payable to [Name] or use [Bank Transfer Details].

Thank you for your business.