

INVOICE

[Your Name/Agency]
[Email Address]
[Phone Number]

Invoice #: [000]
Date: [Month Day, Year]

BILL TO:

[Client Name/Company]
[Client Address]
[Contact Email]

BILLING PERIOD:

[Start Date] - [End Date]

Date	Task / Platform	Description of Service	Hours	Rate	Total
[Date]	[Instagram/FB]	Content Creation & Scheduling	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	[LinkedIn/X]	Community Management & Engagement	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	[Analytics]	Monthly Performance Reporting	[0.0]	[\$[0.00]]	[\$[0.00]]
[Date]	[Ads]	Campaign Setup & Optimization	[0.0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Grand Total: \$[0.00]

PAYMENT INSTRUCTIONS:

Please make payment via [PayPal/Bank Transfer/Stripe] to [Payment Details].
Payment due within [X] days of invoice date.