

# INVOICE

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

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Billing Period:** \_\_\_\_\_

**CLIENT**

[Client Name]  
[Company Name]  
[Address]

**PROJECT**

Social Media Strategy & Monthly Management

**1. STRATEGY & RETAINER SERVICES**

SERVICE DESCRIPTION	FREQUENCY	RATE	AMOUNT
Strategy Development & Audit	One-time / Monthly		
Content Calendar Management	Monthly Retainer		
Ad Campaign Management	Monthly Retainer		

**2. HOURLY TIMESHEET (Community Management & Support)**

DATE	ACTIVITY / PLATFORM	HOURS	HOURLY RATE	TOTAL

Subtotal: \$ \_\_\_\_\_  
Tax: \$ \_\_\_\_\_  
GRAND TOTAL: \$ \_\_\_\_\_

**Payment Terms:** Payable via [Payment Method] within [X] days.  
**Notes:** [Insert Account Details or Strategy Remarks Here]