

INVOICE

Email Marketing Agency Name

Invoice #: _____

Date: _____

Period: _____

FROM

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

BILL TO

[Client Name]
[Company Name]
[Billing Address]

RETAINER TIMESHEET SUMMARY

Date	Service / Campaign Description	Hours	Rate	Total
	Strategy & Planning		\$	\$
	Copywriting & Design		\$	\$
	Automation/Flow Setup		\$	\$
	A/B Testing & Analytics		\$	\$

Date	Service / Campaign Description	Hours	Rate	Total
	List Management & Segmentation		\$	\$

Retainer Subtotal: \$0.00

Overage Hours: \$0.00

Amount Due: \$0.00

NOTES & PAYMENT INSTRUCTIONS

Please remit payment via [Bank Transfer/PayPal/Stripe] within [X] days.
Thank you for your partnership.