

SEO AGENCY

[Agency Address]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Retainer Period: [Month, Year]

BILL TO

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

RETAINER SUMMARY

Retainer Type: [Monthly SEO]
Total Hours Included: [00]
Overage Rate: [\$000/hr]

DATE	SEO TASK / DESCRIPTION	HOURS	AMOUNT
[MM/DD]	Technical SEO Audit & Fixes	[0.0]	\$0.00
[MM/DD]	Keyword Research & Content Strategy	[0.0]	\$0.00
[MM/DD]	On-Page Optimization (Meta, Headers)	[0.0]	\$0.00

DATE	SEO TASK / DESCRIPTION	HOURS	AMOUNT
[MM/DD]	Backlink Outreach & Profile Cleaning	[0.0]	\$0.00
[MM/DD]	Reporting & Analytics Performance Review	[0.0]	\$0.00

Retainer Subtotal: \$0,000.00

Additional Hours: \$0.00

Total Due: \$0,000.00

NOTES

Payment due within 15 days of invoice date. Please include invoice number with payment.