

INVOICE

[Agency/Freelancer Name]

[Address Line 1]

[Email/Phone]

Invoice #: [000]

Date: [MM/DD/YYYY]

Period: [Month, Year]

BILL TO:

[Client Name]

[Company Name]

[Client Address]

RETAINER SUMMARY:

Package: [Retainer Tier Name]

Total Hours Included: [00]

Overage Rate: \$[00]/hr

Timesheet & Activity Log

Date	Platform/Task	Description of Work	Hours
[Date]	[Instagram/LinkedIn]	Content scheduling, community management	[0.0]
[Date]	[Strategy]	Monthly analytics reporting & meeting	[0.0]
[Date]	[Content]	Copywriting and graphic design (Batch 1)	[0.0]

Date	Platform/Task	Description of Work	Hours
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[Date]	[Paid Social]	Ad campaign setup and optimization	[0.0]
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Retainer Subtotal: \$0.00
Overage ([0] hrs): \$0.00
Additional Expenses: \$0.00

Total Amount: \$0.00

Payment Instructions:

Please remit payment via [Bank Transfer/PayPal/Stripe] within [Number] days.

Thank you for your partnership!