

[AGENCY NAME]

PROFORMA INVOICE

P-0000

ISSUED BY

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

CLIENT

[Client Company Name]
[Contact Person]
[Client Address]

DATE

[Current Date]

PERIOD

[Month, Year]

DESCRIPTION

AMOUNT

Monthly Brand Strategy Retainer

Includes: Creative Direction, Visual Identity Maintenance, and Social Media Asset Production.

\$0.00

Platform Management Add-on

Ongoing oversight of digital brand guidelines.

\$0.00

Subtotal \$0.00

Tax (0%) \$0.00
Total Due \$0.00

Payment Terms: Retainers are due in advance of the service period.

Bank Details:
Bank Name: [Name]
Account No: [00000000]
Routing/Swift: [00000000]

Note: This is a proforma invoice for planning purposes. A commercial tax invoice will be issued upon receipt of payment.