

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name / Company]
[Contact Person]
[Address Line 1]
[City, State, Zip]

PROJECT REFERENCE:

Content Strategy Retainer
Billing Cycle: [Month, Year]

Description of Services	Hours/Qty	Rate	Amount
Monthly Content Strategy Retainer Editorial planning, keyword research, and content audits.	1	\$0.00	\$0.00
Content Production Management Brief creation and management of [X] long-form articles.	1	\$0.00	\$0.00

Description of Services	Hours/Qty	Rate	Amount
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Analytics & Performance Reporting Monthly KPI tracking and strategy adjustment.	1	\$0.00	\$0.00
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Subtotal: \$0.00
Tax: \$0.00

Total Amount Due: \$0.00

Payment Terms: Net 30. Please make checks payable to [Business Name] or pay via [Payment Method].

Thank you for your continued partnership.