

[AGENCY NAME]

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

INVOICE

[Invoice Number]
Date: [Date]
Due Date: [Date]

BILL TO:

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

RETAINER PERIOD:

[Start Date] to [End Date]

Service Description	Rate	Hours/Qty	Total
Monthly Digital Strategy & Management Retainer	\$0.00	1	\$0.00
Ad Spend Management (Search/Social)	\$0.00	1	\$0.00
Content Creation & Creative Assets	\$0.00	1	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Terms: Net [30] days. Late payments may be subject to a [0]% monthly interest charge.