[AGENCY NAME]

INVOICE

FROM

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

INVOICE DETAILS

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

BILL TO

[Client Name]
[Client Company]
[Street Address]
[City, State, Zip]

DESCRIPTION	RATE	QTY	AMOUNT
Monthly Marketing Retainer Period: [Month, Year]	$0.00	1	$0.00
Add-on Service: [Service Name] [Details]	$0.00	1	$0.00

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

PAYMENT INSTRUCTIONS

Bank Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]

Thank you for your business.