

# INVOICE

[Agency Name]  
[Street Address]  
[City, State, Zip]

Invoice #: [00000]  
Date: [MM/DD/YYYY]  
Due Date: [MM/DD/YYYY]

**BILL TO:**

[Client Name]  
[Client Company]  
[Client Address]

**PROJECT:**

SEO Strategy & Implementation  
[Campaign Period/Month]

| Description of SEO Services                                                                          | Hours/Qty | Rate | Amount |
|------------------------------------------------------------------------------------------------------|-----------|------|--------|
| <b>Technical SEO Audit</b><br>Site architecture, crawlability, and Core Web Vitals analysis.         | -         | -    | \$0.00 |
| <b>Keyword Research &amp; Strategy</b><br>Targeting high-intent search terms and competitor mapping. | -         | -    | \$0.00 |
| <b>On-Page Optimization</b><br>Meta tags, header structures, and content optimization.               | -         | -    | \$0.00 |
| <b>Off-Page &amp; Authority Building</b><br>Backlink acquisition and digital PR outreach.            | -         | -    | \$0.00 |

| Description of SEO Services                                                                         | Hours/Qty | Rate | Amount                   |
|-----------------------------------------------------------------------------------------------------|-----------|------|--------------------------|
| <b>Monthly Reporting &amp; Analytics</b><br>KPI tracking, ranking reports, and conversion analysis. | -         | -    | \$0.00                   |
|                                                                                                     |           |      | Subtotal: \$0.00         |
|                                                                                                     |           |      | Tax: \$0.00              |
|                                                                                                     |           |      | <b>Total Due: \$0.00</b> |

**PAYMENT INSTRUCTIONS:**

Please make checks payable to [Agency Name]. For wire transfers: [Bank Name] | Account: [Number] | Routing: [Number]. Payment is due within [Number] days.