

INVOICE

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

Invoice #: [0000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

Bill To:

[Client Name]
[Client Company]
[Client Email]

Billing Period:

[Start Date] - [End Date]

Description	Hours/Qty	Rate	Amount
Monthly Maintenance Retainer Security updates, backups, and plugin management	1	\$0.00	\$0.00
Allocated Support Hours Content updates and technical support	[0]	\$0.00	\$0.00
Managed Hosting Fee Cloud hosting and SSL certification	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Please make checks payable to [Your Name/Company] or pay via [Link/Bank Transfer Details].
Thank you for your continued business!