

INVOICE

[Your Name/Agency Name]
[Address Line 1]
[Email/Phone]

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

BILLED TO:

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

SERVICE DESCRIPTION	QTY/EMAILS	RATE	AMOUNT
[Project Name: e.g., Welcome Sequence - 5 Emails]	[0]	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Newsletter Campaign Copy]	[0]	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Strategy & A/B Test Planning]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

[Bank Transfer Details / PayPal Email / Payment Link]

Notes:

Thank you for your business. Please reach out if you have any questions regarding this invoice.