FROM

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

INVOICE

INVOICE # [000]
DATE [Month Day, Year]

BILL TO **[Client Name]**
[Company Name]
[Client Address]
[Client Email]
PROJECT DETAILS **Billing Period:** [Month, Year]
PO Number: [Reference #]
Due Date: [Date]

DESCRIPTION OF SERVICES	QTY/HOURS	RATE	AMOUNT
[Project Name: e.g., Facebook Ad Campaign Copy]	[0]	$0.00	$0.00
[Project Name: e.g., Email Marketing Sequence]	[0]	$0.00	$0.00
[Project Name: e.g., Landing Page Optimization]	[0]	$0.00	$0.00

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

PAYMENT INSTRUCTIONS

Please make checks payable to **[Name]** or transfer via **[Bank/Wire/Platform Details]**.

Thank you for your business.