

INVOICE

Monthly Brand Messaging Services

Invoice # [000]
Date [Date]

From [Your Agency Name]
[Street Address]
[City, State, Zip]
[Email/Phone]
Bill To [Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

DESCRIPTION	QTY/HRS	RATE	AMOUNT
Core Messaging Retainer Strategic positioning and tone of voice maintenance	1	\$0.00	\$0.00
Copywriting & Content Monthly brand voice alignment for social/web	0	\$0.00	\$0.00
Consultation Strategy meetings and brand audits	0	\$0.00	\$0.00
Subtotal \$0.00 Tax (0%) \$0.00			
Total Due \$0.00			

Payment Instructions:

Please remit payment within 30 days via bank transfer or check. Thank you for your partnership in building a stronger brand.