

[Your Name/Agency]

[Address Line 1]
[Email Address]
[Phone Number]

INVOICE

BILLED TO:

[Client Name]
[Client Address]
[Tax ID/VAT]

INVOICE INFO:

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

Description (Campaign/Project)	Quantity/Words	Rate	Amount
[Project Name / Monthly Retainer]	[Qty]	[\$0.00]	[\$0.00]
[Blog Post / Ad Copy / Newsletter]	[Qty]	[\$0.00]	[\$0.00]
[Revision Fees / Consulting Hours]	[Qty]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]
Tax: [\$0.00]

TOTAL DUE: [\$0.00]

Payment Terms: [Net 15/30]

Payment Method: [Bank Transfer Details / PayPal / Stripe]

Thank you for your business.