

[COPYWRITER NAME/AGENCY]

INVOICE NO: #000-00
DATE: Month DD, YYYY

FROM
[Name/Business Name]
[Email Address]
[Phone Number]
[Physical Address]

BILL TO
[Client Company Name]
[Contact Person Name]
[Client Address]
[Client Tax ID/VAT]

DESCRIPTION	QTY/HOURS	RATE	AMOUNT
Monthly Retainer Fee: [Month] Content Strategy, Copywriting, & Revisions per agreement	1	\$0.00	\$0.00
Overage / Additional Deliverables [Details of extra work outside retainer scope]	0	\$0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
TOTAL DUE: \$0.00

PAYMENT INSTRUCTIONS

Please remit payment via [Bank Transfer/PayPal/Stripe] within [Number] days of receipt.
Bank Name: [Name] | Account: [Number] | Routing: [Number]

Thank you for your continued partnership.