

[Your Name/Agency]

[Address Line 1]
[Email / Phone]

INVOICE

No: [000]
Date: [Month Day, Year]

BILL TO

[Client Name]
[Company Name]
[Address Line 1]
[City, State, Zip]

PROJECT REFERENCE

Monthly Copywriting Retainer
Billing Cycle: [Start Date] - [End Date]

Description of Services	Units/Hours	Rate	Amount
Home Page Copy Refinement A/B testing variations and SEO optimization	1	\$0.00	\$0.00
Blog Posts / Articles 4 x 1,000-word industry authority pieces	4	\$0.00	\$0.00
Email Marketing Sequences Weekly newsletter and automated drip campaign	[Qty]	\$0.00	\$0.00

Description of Services	Units/Hours	Rate	Amount
Technical SEO Meta Descriptions Site-wide update for product categories	[Qty]	\$0.00	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Balance Due \$0.00

PAYMENT TERMS

Please remit payment within [15] days of receipt. Methods accepted: [Bank Transfer / PayPal / Stripe].

Thank you for your business.