

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

INVOICE

[Invoice Number]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Client Address]
[Client Email]

PROJECT / COMMUNITY:

[Community Name/Platform]
Service Period: [Month, Year]

Service Description	Hours/Qty	Rate	Amount
Monthly Community Management Retainer (Moderation & Engagement)	1	\$0.00	\$0.00
Content Creation & Scheduling (Posts/Announcements)	1	\$0.00	\$0.00
Analytics Reporting & Monthly Strategy Sync	1	\$0.00	\$0.00

Service Description	Hours/Qty	Rate	Amount
Event Coordination (AMA, Community Calls, Contests)	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Due: \$0.00

PAYMENT INSTRUCTIONS

Please make payment via [Bank Transfer/PayPal/Stripe].
Account Name: [Your Name]
Account Number/ID: [Details]

Thank you for your business!