

INVOICE

#INV-0000
Date: [Date]

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

BILL TO:
[Client Name]
[Company Name]
[Client Address]

RETAINER PERIOD:
[Month, Year]
DUE DATE:
[Due Date]

SERVICE DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Monthly Marketing Retainer: SEO & Content Management	1	\$0.00	\$0.00
Social Media Management & Ad Strategy	1	\$0.00	\$0.00
PPC Management Fee	1	\$0.00	\$0.00
Additional Consultation Hours	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Instructions:

Please include invoice number with payment.

Bank: [Bank Name] | Account: [Account Number] | Routing: [Routing Number]

Late fees may apply after due date.