

[Freelancer Name/Agency]

[Street Address]

[City, State, Zip]

[Email Address]

INVOICE

[00001]

Date: [Month DD, YYYY]

BILL TO

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip]

PAYMENT TERMS

Due Date: [Month DD, YYYY]

Method: [PayPal / Bank Transfer / Stripe]

Description of Services	Quantity/Hours	Rate	Total
Social Media Monthly Management (Retainer)	1	\$0.00	\$0.00
Content Creation (Graphics & Video)	[Qty]	\$0.00	\$0.00
Ad Campaign Management	[Qty]	\$0.00	\$0.00
Community Management / Engagement	[Hrs]	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount: \$0.00

NOTES

Thank you for your business. Please include the invoice number in your payment reference.