

INVOICE

[Business Name / Your Name]
[Email Address]
[Phone Number]

Invoice #: [0001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

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

PROJECT:

[Project Title / Campaign Name]

Description of Content Services	Quantity	Rate	Total
[Item Description - e.g., Blog Post, 1500 words]	[1]	[\$0.00]	[\$0.00]
[Item Description - e.g., Social Media Copy Package]	[1]	[\$0.00]	[\$0.00]
[Item Description - e.g., Content Strategy / Research]	[1]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]
Tax/Discount: [\$0.00]
Amount Due: [\$0.00]

PAYMENT INSTRUCTIONS:

Please make payments via [Bank Transfer/PayPal/Other].
Thank you for your business.