

[AGENCY NAME / COPYWRITER NAME]

[ADDRESS LINE 1]
[EMAIL / PHONE / WEBSITE]

INVOICE

No: #0000
Date: [Date]
Due Date: [Date]

Client:
[Client Company Name]
[Contact Person Name]
[Business Address]

Project Reference:
[Project Name / PO Number]

Service Description	Units/Qty	Rate	Amount
White Paper: [Title/Topic]	1	\$0.00	\$0.00
Case Study: [Client Name]	1	\$0.00	\$0.00
Email Sequence [X] Emails	[Qty]	\$0.00	\$0.00
SEO Blog Posts (1,500 words)	[Qty]	\$0.00	\$0.00

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

Payment Terms: Net 30. Please make checks payable to [Name] or use the payment link provided in the cover email.

Thank you for your business. We look forward to future collaborations.