

[Your Name/Agency]

[Email Address]
[Phone Number]
[Website/Portfolio]

INVOICE

NO: [000]
DATE: [MM/DD/YYYY]

Bill To:

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

Project:

[Campaign Name/Social Media Month]
Due Date: [MM/DD/YYYY]

Service Description	Quantity/Hours	Rate	Total
Social Media Content Calendar (Strategy & Ideation)	[0]	[\$[0.00]]	[\$[0.00]]
Copywriting: [Platform, e.g., Instagram/LinkedIn Posts]	[0]	[\$[0.00]]	[\$[0.00]]

Service Description	Quantity/Hours	Rate	Total
Caption Optimization & Hashtag Research	[0]	[\$[0.00]]	[\$[0.00]]
Revisions/Consultation Hours	[0]	[\$[0.00]]	[\$[0.00]]
		Subtotal:	[\$[0.00]]
		Tax ([0]%)	[\$[0.00]]
		Amount Due:	[\$[0.00]]

Payment Instructions:

Please send payment via [PayPal/Bank Transfer/Stripe] to [Account Details].
Payment is due within [Number] days of invoice date.

Thank you for your business!