

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

INVOICE
[Invoice Number]
Date: [Date]

BILL TO:

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

RETAINER PERIOD:

[Start Date] to [End Date]
Agreement Ref: [Agreement ID/Date]

Description	Quantity/Hours	Rate	Total
Monthly Copywriting Retainer Fee Includes [X] blog posts, [Y] newsletters, and [Z] social updates.	1	[\$[0.00]]	[\$[0.00]]
Additional Deliverables Overage hours or out-of-scope requests (Pre-approved).	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: [\$[0.00]]
Tax: [\$[0.00]]

Total Due: [\$[0.00]]

PAYMENT INSTRUCTIONS

Please remit payment via [Bank Transfer/PayPal/Stripe] within [Number] days of invoice date.

Bank Details: [Account Holder] | [Account Number] | [Routing/Swift]

Thank you for your continued partnership.