

INVOICE

[Freelancer Name]
[Email Address]
[Phone Number]
[Portfolio URL]

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

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

PAYMENT DETAILS:

[Bank Name]
[Account Number / IBAN]
[PayPal or Venmo ID]

Service Description	Qty/Hours	Rate	Total
Social Media Management - [Platform Name] Monthly Retainer	1	[\$[0.00]]	[\$[0.00]]
Content Creation (Graphics/Reels/Copywriting)	[0]	[\$[0.00]]	[\$[0.00]]
Community Management & Engagement	[0]	[\$[0.00]]	[\$[0.00]]
Ad Campaign Setup & Monitoring	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0]%): \$[0.00]

Total Amount Due: \$[0.00]

Notes: [e.g., Thank you for your business! A late fee of 5% applies to overdue payments.]