

INVOICE

Invoice #: [000]
Date: [MM/DD/YYYY]

From:

[Agency Name / Manager Name]
[Address Line 1]
[City, State, Zip]
[Email Address]

Bill To:

[Client Name / Company]
[Address Line 1]
[City, State, Zip]
[Contact Email]

Service Description	Platform	Rate/Qty	Amount
Monthly Content Creation & Posting	Instagram	[0.00]	[0.00]
Facebook Ad Management & Optimization	Facebook	[0.00]	[0.00]
Engagement & Community Management	IG/FB	[0.00]	[0.00]
Monthly Analytics & Strategy Report	Mixed	[0.00]	[0.00]

Subtotal: \$[0.00]
Tax (0%): \$[0.00]
Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Payee Name] or transfer via [Bank Details / PayPal / Wire].
Due Date: [Date]

Thank you for your business!