

INVOICE

[Your Agency Name]

[Business Address]

[Email / Phone]

Bill To:

[Client Name]

[Client Address]

[Client Email]

Invoice #: [0000]

Date: [Month Day, Year]

Billing Period: [Start Date] - [End Date]

Due Date: [Month Day, Year]

Description	Qty	Rate	Amount
Monthly Retainer: Social Media Management Content creation, scheduling, and community management.	1	\$0.00	\$0.00
Ad Account Management Optimization and reporting for paid social campaigns.	1	\$0.00	\$0.00
Additional Deliverables [Item Description]	-	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Information:

Bank Name: [Bank Name]

Account Name: [Name]

Account Number / IBAN: [Number]

Thank you for your business!