

[AGENCY NAME]

INVOICE

From:

[Your Name/Business]

[Address Line 1]

[Email/Phone]

Bill To:

[Client Name/Company]

[Address Line 1]

[Contact Email]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

SERVICE DESCRIPTION (MONTHLY RETAINER)	QTY/HOURS	RATE	AMOUNT
Social Media Management Content creation, scheduling, and community engagement	1	\$0.00	\$0.00
Branding & Asset Creation Custom graphics, templates, and brand identity maintenance	1	\$0.00	\$0.00
Ad Strategy & Management Paid social campaign monitoring and reporting	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Terms:

Please include invoice number in payment reference. Retainer services are billed in advance. Late payments may incur a 5% monthly fee.