

INVOICE

[Your Name/Agency]
[Address Line 1]
[Email Address]

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

BILL TO:

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

PROJECT:

Community Management Retainer
Billing Period: [Month, Year]

Description	Qty/Hours	Rate	Total
Monthly Community Management Retainer Engagement, moderation, and member support.	1	\$0.00	\$0.00
Content Creation & Scheduling Social media posts across [X] platforms.	1	\$0.00	\$0.00
Analytics & Monthly Reporting Growth tracking and insight reporting.	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

PAYMENT INSTRUCTIONS:

Please send payment via [Bank Transfer/PayPal/Stripe].
Account Name: [Your Name] | Account Number: [00000000]

Thank you for your business!