

INVOICE

[Agency/Consultant Name]
[Address Line 1]
[Email / Phone]

Invoice #: [0001]

Date: [Month Day, Year]

Due Date: [Month Day, Year]

CLIENT INFORMATION

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

RETAINER PERIOD

[Start Date] to [End Date]
Billing Cycle: Monthly Retainer

Service Description	Scope/Qty	Rate	Amount
Social Media Strategy & Management Content calendar, posting schedule (IG, FB, LI, X), and community engagement.	[1 Month]	[\$[0.00]]	[\$[0.00]]
Content Creation & Graphic Design Short-form video editing (Reels/TikToks), custom graphics, and copywriting.	[Qty]	[\$[0.00]]	[\$[0.00]]

Service Description	Scope/Qty	Rate	Amount
Paid Ad Management Campaign setup, A/B testing, and optimization (Excludes Ad Spend).	[1 Month]	[\$[0.00]]	[\$[0.00]]
Analytics & Monthly Performance Reporting Deep-dive KPI tracking and monthly strategy consultation.	[Included]	[\$[0.00]]	[\$[0.00]]

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

PAYMENT INSTRUCTIONS

Payment Method: [Wire Transfer / ACH / Credit Card]
Account Name: [Name]
Bank Details: [Bank Name / Account Number / Routing Number]

Thank you for your partnership. A late fee of [0]% applies to overdue balances after [0] days.