[Agency Name]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [001]
Date: [Date]
Due Date: [Date]

BILL TO: **[Client Company Name]**
[Contact Name]
[Street Address]
[City, State, Zip]
PROJECT: Social Media Management Retainer
Billing Period: [Month, Year]

Service Description	Qty	Rate	Amount
Monthly Content Retainer Strategy, content creation, and posting for [X] platforms.	1	$0.00	$0.00
Community Management Comment moderation and engagement (Daily).	1	$0.00	$0.00
Paid Media Management Fee [X]% of ad spend or flat fee.	1	$0.00	$0.00

Subtotal: $0.00
Tax: $0.00
Total Due: $0.00

Payment Instructions:
Please include invoice number with payment. Wire transfer, ACH, or check accepted.

Notes: Retainer fees are due at the beginning of the billing cycle.