

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO

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

RETAINER PERIOD

[Month, Year]
Cycle: [e.g., 1st - 30th]

Service Description	Qty/Hours	Rate	Amount
Monthly Retainer Fee: Social Media Strategy & Management [Content Creation, Community Management, Analytics Reporting]	1	\$0.00	\$0.00
Ad Spend Management / Add-ons [Platform-specific management or additional campaigns]	[0]	\$0.00	\$0.00
Subtotal: \$0.00			
Tax ([0] %): \$0.00			
Total Amount Due: \$0.00			

PAYMENT INSTRUCTIONS

Please include invoice number with payment.

Bank: [Bank Name] | **Account:** [Number] | **Routing:** [Number]

PayPal/Venmo: [Handle/Email]

Thank you for your continued partnership!