

INVOICE

[Your Name/Entity]
[Street Address]
[City, State, Zip]
[Email/Phone]

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

Bill To:

[Client Name/Company]
[Contact Name]
[Address]
[Tax ID/VAT]

Campaign/Project:
[Social Media Campaign Name]
Retainer Period:
[Month, Year]

DESCRIPTION OF SERVICES (RETAINER)	PLATFORM	QTY/FREQUENCY	AMOUNT
Monthly Management & Content Strategy	General	1	\$0.00
Dedicated Feed Posts	[Instagram/TikTok]	[X]	\$0.00
Stories with Link Stickers	Instagram	[X]	\$0.00

DESCRIPTION OF SERVICES (RETAINER)	PLATFORM	QTY/FREQUENCY	AMOUNT
Short-form Video Content	[Reels/Shorts]	[X]	\$0.00
Community Management & Engagement	All	Monthly	\$0.00
Subtotal: \$0.00 Tax/VAT: \$0.00			
Total Due: \$0.00			

Payment Instructions:

Bank Name: [Name] | Account #: [Number] | Routing: [Number] | PayPal/Zelle: [ID]

Terms:

Please include invoice number in payment reference. Late payments may be subject to a [X]% fee.