

[Agency/Freelancer Name]
[Street Address]
[City, State, Zip]
[Email Address]

INVOICE

[Invoice Number]

Bill To:
[Client Name]
[Client Company]
[Client Address]

Date: [Date]
Due Date: [Date]
Period: [Month, Year]

Service Description	Quantity	Rate	Amount
Social Media Management (Monthly Retainer)	1	\$0.00	\$0.00
Content Creation (Posts/Graphics)	[Qty]	\$0.00	\$0.00
Community Management & Engagement	1	\$0.00	\$0.00
Paid Ad Campaign Management	1	\$0.00	\$0.00
			Subtotal: \$0.00
			Tax (0%): \$0.00

Total Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Wire/ACH: [Routing]

Payment Terms: Net [Number] Days