

INVOICE

[Your Company Name]
[Your Business Registration No.]

Invoice #: [0001]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

BILL FROM

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

BILL TO

[Client Name/Company]
[Attention: Name]
[Street Address]
[City, State, Zip]

Description	Billing Cycle	Amount
Monthly Social Media Retainer Content Creation, Management, and Strategy (Instagram, LinkedIn, X)	[Month, Year]	\$0.00
Ad Spend Management Fee 10% Management fee on monthly paid social budget	[Month, Year]	\$0.00

Description	Billing Cycle	Amount
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Community Management Add-on Daily engagement and inbox monitoring	[Month, Year]	\$0.00
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Subtotal \$0.00
Tax (0%) \$0.00
Total Amount \$0.00

PAYMENT INSTRUCTIONS

Please remit payment via Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Terms: Net 15. A late fee of 1.5% may apply to overdue balances.