

INVOICE

Social Media Retainer

[Company Name]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

BILL TO:

[Client Name]
[Client Company]
[Client Address]

Invoice #: [0000]
Date: [Date]
Billing Period: [Month, Year]
Due Date: [Date]

Service Description	Frequency	Rate	Amount
Monthly Social Media Management Retainer (Content creation, scheduling, community management)	Monthly	\$0.00	\$0.00
Engagement & Growth Package (Outreach, comment replies, DM management)	Monthly	\$0.00	\$0.00
Ad Account Monitoring & Management	Monthly	\$0.00	\$0.00

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

Payment Instructions:

Please remit payment via [Bank Transfer/PayPal/Stripe].

A late fee of [X%] applies to overdue balances after [X] days.

Thank you for your continued partnership!