

INVOICE

[Your Company Name]
[Address Line 1]
[Email/Phone]

INVOICE #
[001]

DATE
[Month DD, YYYY]

BILL TO:

[Client Name/Company]
[Client Address]
[Client Email]

PROJECT:

Social Media Content Strategy
Retainer Period: [Date Range]

Description	Quantity/Hours	Rate	Total
Monthly Strategy Retainer Content pillars, audit, and platform roadmap.	1	\$0.00	\$0.00
Content Creation & Curation Graphics, captions, and video scripting.	1	\$0.00	\$0.00
Community Management Engagement, comment monitoring, and DM support.	1	\$0.00	\$0.00

Description	Quantity/Hours	Rate	Total
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Analytics & Monthly Reporting Performance tracking and ROI analysis.	1	\$0.00	\$0.00
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Subtotal: \$0.00
Tax: \$0.00
Amount Due: \$0.00

Payment Instructions: [Bank Name / Account Details / PayPal Link]

Notes: Retainer payments are due by the 1st of each month. Late fees may apply after a 5-day grace period.