INVOICE

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

Invoice #: [000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Company Name]
[Contact Person]
[Street Address]
[City, State, Zip]

BILLING PERIOD:

[Month, Year]
Project: Strategic Retainer

Service Description	Amount
Monthly Retainer: Social Media Management Content creation, community management, and profile optimization.	$0.00
Strategic Planning & Reporting Monthly performance analytics and strategy adjustment.	$0.00

Service Description	Amount
Paid Media Management Ad campaign oversight (Excludes direct ad spend).	$0.00

Subtotal: $0.00
Tax: $0.00
Total Due: $0.00 USD

PAYMENT INSTRUCTIONS

Please make checks payable to **[Name]** or pay via Bank Transfer to Account: **[Number]** / Routing: **[Number]**.

Thank you for your partnership.