

INVOICE

[Assistant Name/Agency]
[Email Address]
[Portfolio Website]

Invoice #: [0001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:
[Client Name/Company]
[Client Address]
[Client Email]

PROJECT:
[Month/Project Name] Content Creation

DESCRIPTION OF SERVICES	QUANTITY/HOURS	RATE	AMOUNT
Social Media Graphics (Canva/Photoshop)	[Qty]	[\$[0.00]]	[\$[0.00]]
Video Editing (Reels/TikTok/Shorts)	[Qty]	[\$[0.00]]	[\$[0.00]]
Blog Writing & SEO Optimization	[Words/Hrs]	[\$[0.00]]	[\$[0.00]]
Social Media Management & Scheduling	[Hrs]	[\$[0.00]]	[\$[0.00]]
			Subtotal: \$[0.00]
			Tax/Fees (0%): \$[0.00]
			Total Due: \$[0.00]

Payment Instructions:

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

Account: [Username/Account Number]

Thank you for your business!