

INVOICE

#INV-0000

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

BILL TO

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

DETAILS

Invoice Date: [MM/DD/YYYY]
Billing Period: [Month, Year]
Due Date: [MM/DD/YYYY]

Service Description	Details/Qty	Rate	Amount
Monthly Management Retainer Content creation, scheduling, and community management.	Fixed Fee	\$0.00	\$0.00
Content Production Short-form video (Reels/TikToks) and graphic design.	[Qty] units	\$0.00	\$0.00
Paid Social Management Ad campaign setup, optimization, and reporting.	[X]% of spend	\$0.00	\$0.00

Service Description	Details/Qty	Rate	Amount
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Additional Out-of-Pocket
Third-party tools or stock assets.

Reimbursement \$0.00 \$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Total Due \$0.00 USD

PAYMENT INSTRUCTIONS

Bank Name: [Name]
Account Number: [Number]
Routing Number: [Number]
PayPal/Venmo: [ID]

Thank you for your business!