

INVOICE

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

Invoice #: [0001]
Date: [MM/DD/YYYY]
Billing Period: [Month, Year]

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

Service Description	Platform(s)	Qty/Hours	Rate	Amount
Social Media Management Retainer	[IG/FB/LI]	1	\$0.00	\$0.00
Content Creation (Posts/Reels)	All	[0]	\$0.00	\$0.00
Community Management & Engagement	[IG/TW]	[0]	\$0.00	\$0.00
Ad Campaign Management	[FB Ads]	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Terms: Due within [15] days of invoice date.

Notes: [Bank Name] | [Account Number] | [Routing Number] or [Paypal/Stripe Link]

Thank you for your business!