

INVOICE

[Company Name]
[Address]
[Email/Phone]

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Client Company]
[Address]

PROJECT / RETAINER:

Copywriting Retainer Agreement
Service Period: [Month, Year]

Description of Services	Hours/Qty	Rate	Amount
Monthly Retainer Base Fee (Included Deliverables: [X])	1	\$0.00	\$0.00
Additional Copywriting Services (Exceeding Retainer Cap)	[0]	\$0.00	\$0.00
Revisions / Consultation Add-ons	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Amount Due: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to [Name] or pay via [Payment Method Info].
Thank you for your continued partnership.