

INVOICE

[Your Name/Studio Name]

[Email Address]

[Phone Number]

[Portfolio Website]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

Bill To:

[Client Name]

[Company Name]

[Client Address]

Description	Period	Rate	Amount
Monthly Graphic Design Retainer Fee [List scope: e.g., Up to 20 hours/month, Social Media Graphics, Web Updates]	[Month, Year]	[0.00]	[0.00]
Additional Hours / Overages [Brief description of extra tasks]	[0] Hours	[0.00]	[0.00]

Subtotal: \$[0.00]

Tax ([0]%) : \$[0.00]

Total Amount: \$[0.00]

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Routing: [Number]

PayPal/Venmo: [ID]

Thank you for your continued partnership.